Pay: Manage Tax Withholdings

You can easily edit your W-4 withholding elections in Workday by following the steps below. This applies to U.S. and Canadian employees only.

If you both live and work in the state in which you are setting up State Tax elections, you will follow these steps. If you are prompted to enter two state tax elections, contact HR Solution Center, to make sure you are set up with the proper work location.

Note: Withholding Elections are applied to all paychecks you receive, not just the paycheck from your primary job. This may be a change from previous processes. Contact the HR Solution Center, askhr@virginia.edu or 434-243-3344, if you have questions.

Select and Update Federal Withholding Elections

1. From the Workday search bar enter ‘Withholding Elections’ and select the Withholding Elections report.
2. Click the Update button in the Federal Elections tab to edit elections.

3. Your Company and Effective Date auto-populate.

4. Click OK to continue.
5. Using the prompt, enter your **Marital Status**.

6. Select the checkbox for **Multiple Jobs or Spouse Works** if any of the options are true.

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**Pay: Manage Tax Withholdings**

- **Company**: Global Modern Services, Inc. (USA)
- **Effective Date**: 01/01/2026
- **Name**: Ashani Singh
- **Social Security Number**: XXX-XX-XXXX
- **Address**: 53 Crosby Street
  New York, NY 10012
  United States of America

**W-4 Data**

- **View Blank Form**

**Multiple Jobs or Spouse Works**

Do only one of the following:

(a) Use the estimator at www.irs.gov/W4app for most accurate withholding or

(b) Use the Multiple Jobs Worksheet on “view blank form” page 3 and enter the result in line 4(a) “Extra Withholding” below for roughly accurate withholding or

(c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP**: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.
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7. Enter Dependent information.

<table>
<thead>
<tr>
<th>Claim Dependents</th>
<th>If your income will be $200,000 or less ($400,000 or less if married filing jointly):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Qualifying Children Under Age 17</td>
<td>0</td>
</tr>
<tr>
<td>Total Amount for Qualifying Children</td>
<td>0.00</td>
</tr>
<tr>
<td>Number of Dependents</td>
<td>0</td>
</tr>
<tr>
<td>Total Amount for Dependents</td>
<td>0.00</td>
</tr>
<tr>
<td>Calculated Total Dependent Amount</td>
<td>0.00</td>
</tr>
</tbody>
</table>

8. Enter Other Adjustments (Optional) information.

<table>
<thead>
<tr>
<th>Other Adjustments (optional)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Income (not from jobs)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

| Deductions | 0.00 |

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use “view blank form” Deductions Worksheet on page 3 and enter the result.

| Extra Withholding | 0.00 |

Enter any additional tax you want withheld each pay period.

9. If you are claiming Exempt or you are a Nonresident Alien check the appropriate checkbox.

| Exempt | |

You had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. Note: By checking the Exempt box you will have no federal taxes withheld.

| Nonresident Alien | |

If you’re a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.
10. Select the I Agree checkbox.

11. Click OK to complete the update.

LEGAL NOTICE

Your Name and Password are considered as your “Electronic Signature” and will serve as your confirmation of the accuracy of the information being submitted. When you click in the “I Agree” checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, click “View Blank Form” icon above to print a paper copy of the form. The form is not valid without a signature.

I Agree ✗
Note: UPG employees who have dual employment with the University will see both entities (referred to as “Company” in Workday) listed on the Withholding Elections screen:

- The Rector & Visitors of the University of Virginia
- University of Virginia Physicians Group

Withholdings for each company are set independently from one another. When updating withholding elections, both companies must be updated to reflect the desired change.
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Select and Update State Withholding Elections

To update the State elections, complete step 1 above.

1. Click **State Elections** tab, then the **Update** button to edit elections.

2. Your **Company**, **Effective Date**, **State** and **Withholding Form Type** auto-populate.

3. Click **OK** to continue.
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4. Modify the information using the available prompts.

5. Select the I Agree checkbox.

6. Click OK to complete the update.