

# Payroll: Change W-4 Withholding Elections

## VIEW AND UPDATE WITHHOLDING ELECTIONS



[Viewing and updating tax elections is available via mobile device](#)

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.

1. Enter **Withholding Elections** in the search bar in Workday and select the Withholding Elections Report.
2. Click the **Update** button in the Federal, State, or Local Elections tab to edit elections. (NOTE: Some states (such as Pennsylvania) do not have a state form and will not have a state tax election.)
3. Your Company and Effective Date auto-populate. Click **OK** to continue.
4. Modify the information using the available prompts. Be sure to complete all required fields. Red asterisks indicate required fields.
5. Select the **I Agree** checkbox.
6. Click **OK** to complete the update.

Withholding Elections	
Home Address	[Redacted]
Social Security Number	XXX-XX-XXXX
Federal Elections   State Elections   Local Elections   Tax Allocations	
Company	GSS Geisinger System Services
Effective Date	07/19/2021
Lock In Letter	
Payroll Withholding Status	Married filing jointly (or Qualifying widow(er))
Multiple Jobs or Spouse Works	Yes
Total Dependent Amount	0.00
Other Income	0.00
Deductions	0.00
Extra Withholding	0.00
Exempt	
Nonresident Alien	
Last Updated	06/22/2021 08:04:13.783 AM
Last Updated By	ISU-INT115-Inbound-STD-PA-Local-Tax-Bot-PSD-Codes
Update	