## Step 1: Log in to Workday

- Go to your Workday
- Enter your credentials and log in.

## • Step 2: Navigate to inbox > Right side corner



## • Step 3: Access Federal Tax information

- In the left-side "Complete Federal Withholding Elections".
- Verify the details and click ok.

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Ċ	فاف   Advanced Search     Review Documents   Effective: 07/10/2025	07/10/2025 🖞	~ •	Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.
\$ 	Complete Federal Withholding Elections Effective: 07/10/2025	07/10/2025 🗲	*	Multiple Jobs or Spouse Works   Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
2	Complete State and Local Withholding Elections Effective: 07/10/2025	07/10/2025 🝷		Do only one of the following.     Submit   Save for Later   Cancel