

Purpose:

To ensure that all W-2s are correct and sent to employees’ current addresses.

References:

Workday: Employee Self Service and WPI Website.

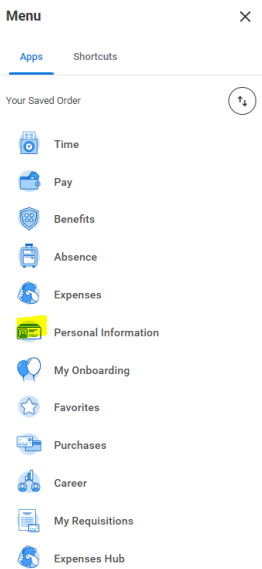
Definition:

Please verify the accuracy of your personal information before year end.

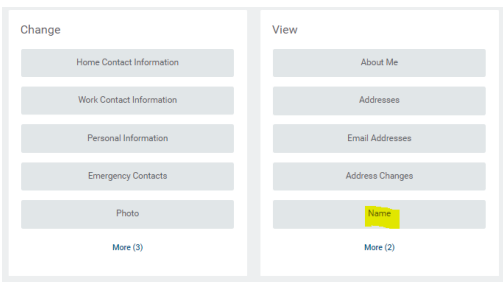
Procedure:

1. Verify your Legal Name in Workday:

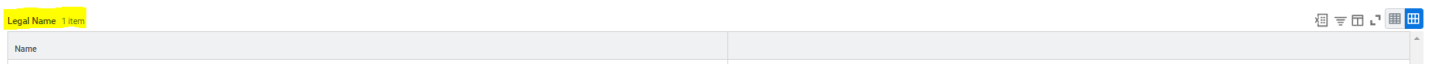
a. From the Main Menu Click on *Personal Information*:



b. Click on *Name*:

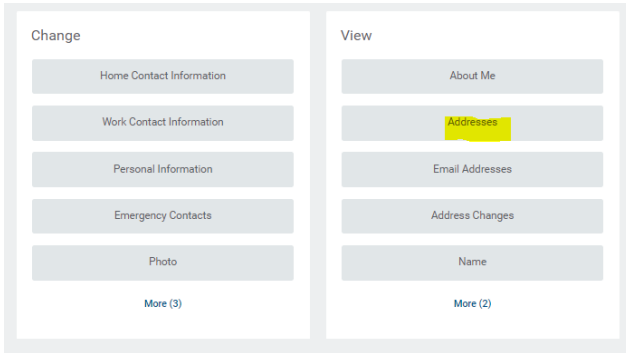


c. Verify your legal name under this section:

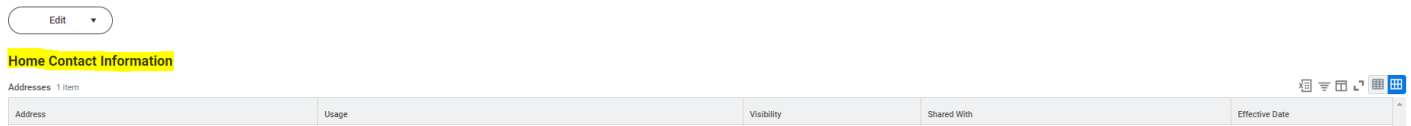


2. Verify your Home Address in Workday:

- a. Go to *Personal Information* (please see the screenshot above under step #1):
- b. Click on Address:

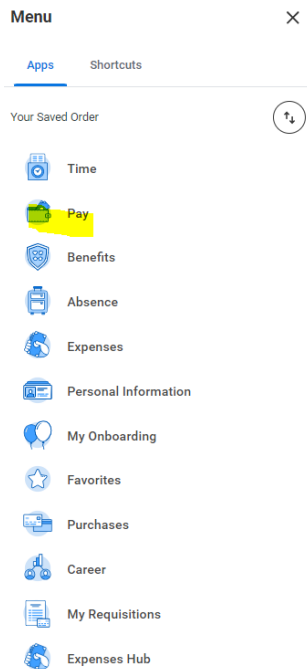


- c. Verify your Home Address. Please ensure that your state is correct:

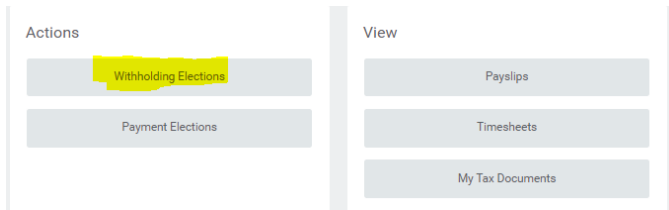


3. Verify Your State/Local Tax Withholdings in Workday:

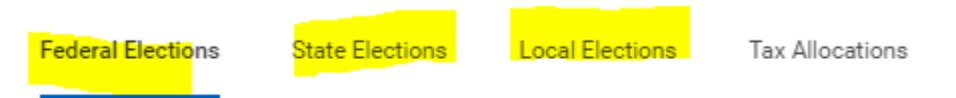
- a. From the Main Menu Click on *Pay*:



- b. Click on *Withholding Elections*:



c. Verify your *Federal/State and Local Elections*:



4. **Review Your Tax Elections in Workday:** follow the same steps as above (step #3). If you need to make changes, please update them. They will be reflected in your following payroll.
5. **If you want to claim an Exempt withholding status for Federal tax purposes, you must file an Internal Revenue Service (IRS) Form W-4 in 2024.** The form will be available to you in 2024 in Workday. The deadline for completing the form is **02/15/2024**.