

Changing Tax Withholding Elections



Process:

Step One: In Workday, select the Menu in the top left corner of the screen. From there, select the “Benefits and Pay” App.



Step Two: Select, “Withholding Elections” under the Tasks and Reports section.

Tasks and Reports

Withholding Elections

Step Three: Locate your federal withholding and/or state withholding elections and select, “Update” to make changes to either.

Update



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Step Four: Complete all required fields in order to update your federal or state withholding elections as indicated in the screenshot below. Select, “Ok” when done.

- The Effective Date is the date you’d like your withholdings to be updated on.

Step Five: Make the necessary changes for either your federal or state withholding elections. Select, “Ok” when done. The changes will save automatically in Workday. No further action will be required. Any changes will be implemented for the next applicable pay period dependent on payroll deadlines.

Have questions regarding this process? Contact payroll@wpi.edu for additional information and assistance.

