

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.

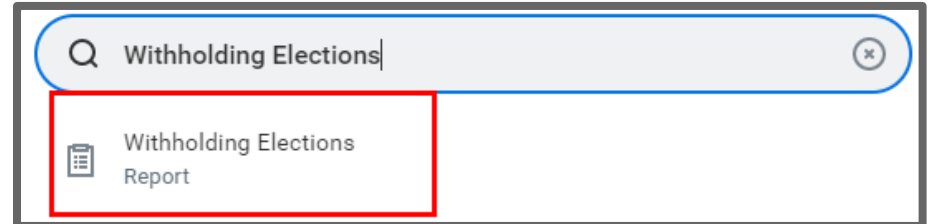
If you both live and work in the state in which you are setting up State Tax elections, you will follow these steps. If you are prompted to enter two state tax elections, contact HR Solution Center, to make sure you are set up with the proper work location.



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.

Federal Elections State Elections Local Elections Tax Allocations

Company [redacted]

Effective Date [redacted]

Lock In Letter

Payroll Withholding Status [redacted]

Number of Allowances [redacted]

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated [redacted]

Last Updated By (empty)

Update

3. Your **Company** and **Effective Date** auto-populate.

4. Click **OK** to continue.

Complete Federal Elections

Worker [redacted]

Company * [dropdown: The Rector & Visitors of the University of Virginia]

Effective Date * [calendar: 02/16/2022]

5. Using the prompt, enter your **Marital Status**.

W-4 Data

[View Blank Form](#)

Step 1:

Marital Status *

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.

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

Step 2:

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.

Do only one of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) 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 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

7. Enter **Dependent** information.

Step 3:

Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17	<input type="text" value="0"/>
Total Amount for Qualifying Children	0.00
Number of Other Dependents	<input type="text" value="0"/>
Total Amount for Other Dependents	0.00
Calculated Total Dependent Amount	0.00
Override Total Dependent Amount	<input type="text" value="0.00"/>

8. Enter **Other Adjustments (Optional)** information.

Step 4 (optional):

Other Adjustments

Other Income (not from jobs): 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.

(a) Other Income (not from jobs)

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding

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 2021 and you expect to have no federal income tax liability in 2022. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

10. Select the **I Agree** checkbox.

11. Click **OK** to complete the update.

Step 5:

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, print a paper copy of the form.
The form is not valid without a signature.

I Agree *

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.

Federal Elections	State Elections	Local Elections	Tax Allocations
Company The Rector & Visitors of the University of Virginia			
Effective Date	04/15/2019		
Lock In Letter			
Payroll Withholding Status	Married		
Number of Allowances	0		
Additional Amount	100.00		
Exempt			
Nonresident Alien			
Last Name Differs from SS			
Last Updated	04/15/2019 08:45:02.650 AM		
Last Updated By			
Update			

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

3. Click **OK** to continue.

Worker	
Company	* <input type="text" value="The Rector & Visitors of the University of Virginia"/>
Effective Date	* <input type="text" value="07/29/2019"/>
State	* <input type="text" value="Virginia"/>
Withholding Form Type	* <input type="text" value="VA-4 - Withholding"/>

- 4. Modify the information using the available prompts.
- 5. Select the **I Agree checkbox**.
- 6. Click **OK** to complete the update.

Virginia VA-4 Data

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Personal Exemptions	<input type="text" value="0"/>
Age and Blindness Exemption	<input type="text" value="0"/>
Additional Amount	<input type="text" value="0.00"/>
Exempt	<input type="checkbox"/>
Reason for Exemptions	(empty)
Military Spouse Exemption	<input type="checkbox"/>

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature"
1. Under penalties of perjury, you declare that you have examined this document and the information provided is true and correct.
2. You understand that your payroll tax withholding election is a legal agreement.
3. You understand that all submissions are contingent upon acceptance by the appropriate authority.
If you do not wish to use the electronic signature option, please contact your supervisor.
The form is not valid without a signature.

I Agree **5** *

OK **Cancel**