

PAYROLL

View or Update Your Tax Withholding Elections

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Designate the amount you wish CCA to withhold from each paycheck in order to meet your federal and/or tax burden using the [Withholding Elections](#) report.

This report displays your federal, state, and local tax withholding elections, as well as any other tax allocations (each in separate tabs) on file.

You can modify your federal tax withholdings from this report. You can also update your state and/or local withholdings to a limited extent (if necessary), but you are encouraged to coordinate with the payroll office before proceeding with these changes.

Set Up or Modify Your Federal Withholdings

1) Run the **Withholding Elections** report.

- You can also find this report in the **Pay** worklet or using Workday search.

2) Click the **Federal Elections** tab.

3) Click **Update**.

4) Set the **Effective Date** for when you wish the change to take effect, then click **OK**.

5) Review information at the top of the screen. [Update your legal name and/or home address](#) as needed.

6) Reference a blank W-4 form to calculate your withholdings (if needed):

- If you need to calculate your withholdings, click the **View Blank Form** button. Note that any unsaved progress on the current screen will be lost.
- Click the document link to view the blank form when it's ready (it will also be available from your notifications).

7) Reopen the **Withholding Elections** report in a new browser tab if needed (**steps 1-4 above**).

8) Select a **Marital Status** from the dropdown.

9) If you have **multiple jobs or your spouse works**, do only one of the following:

- Use the [IRS Tax Withholding Estimator](#) for the most accurate withholding. If you (or your spouse) have **self-employment income**, including as an independent contractor, use the estimator.
- Use the **Multiple Jobs Worksheet** (on page 3 of the blank W-4 form) and enter the result in the **Extra Withholding** field in Workday.
- If there are only **two jobs total**, you may check the **Multiple Jobs or Spouse Works** box in Workday. Do the same on the

W-4 for the other job. (This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.)

10) If you are claiming dependents, fill in the Workday form fields as relevant.

11) If you want tax withheld for other income you expect this year that won't have withholding, enter the amount in the **Other Income (not from Jobs)** field. This may include interest, dividends, and retirement income.

12) If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the **Deductions Worksheet** on page 3 of the blank W-4 form. Enter the result in the **Deductions** field in Workday.

13) In the **Extra Withholding** field, enter any additional tax you want withheld each pay period (including withholdings to account for multiple jobs).

14) Check the **Exempt** box if you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020.

- **Note:** By checking the Exempt box you will have no federal taxes withheld.

15) If you're a nonresident alien, see IRS [Notice 1392](#) for specific instructions on filling out your W-4. Fill out the Workday form accordingly, and check the **Nonresident Alien** box.

16) Review the form, check the **I Agree** box, then click **OK**.

17) View/print your completed W-4 by clicking the arrow next to **Details and Process**, then clicking the **View / Print** button beneath **Completed W-4 Form**. (A downloadable pdf will appear in your notifications when ready.)