CHANGE FEDERAL TAX WITHHOLDING ELECTIONS

1. From the Workday homepage, navigate to the search bar and enter “Complete Federal Withholding Elections.” Click on the related task and a pop-up will appear.

2. Enter your name under “Worker,” select an effective date and click the OK button to begin making your changes.

3. The W-4 Employee’s Withholding Certificate page will appear on the screen. Follow the prompt and enter your information. The Marital Status field and I Agree checkbox are required fields.

4. Click the OK button to confirm your information and complete the task.

(Continues on the next page)
CHANGE STATE TAX WITHHOLDING ELECTIONS

1. From the Workday homepage, navigate to the search bar and enter “Complete State and Local Withholding Elections.” Click on the related task and a pop-up will appear.

2. The Company field will default to HMC. The Effective Date field will default to today’s date. This date can be future-dated but not back-dated. The State field will default to California. Click the OK button to begin making your changes.

3. The Complete State and Local Withholding Elections page will appear on the screen. Follow the prompt and enter your information. The Filing Status field is a required field.
   Tip: Click on the View Blank Form button if you need assistance completing the form or to view Form DE-4 (also available on the CA EDD website).

4. Click the OK button to confirm your information and complete the task.