

## 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.

	Q Complete Federal Withholding Elections
	Complete Federal Withholding Elections Task
<ol> <li>Enter your name under "Worker," select an effective date and click the OK button to begin making your changes.</li> </ol>	Complete Federal Withholding Elections Link for the W-4 instructions for Nonresident Aliens. https://www.irs.gov/pub/irs-pdf/n1392.pdf Worker *

- 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.

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:	
<ol> <li>Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.</li> <li>You understand that your payroll tax withholding election is a legal and binding transaction.</li> <li>You understand that all submissions are contingent upon acceptance by your Payroll representative.</li> </ol>	
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.	
*	
Cancel	
	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.         *         Cancel

## (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.

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XX		Ē	Complete State and Local Withholding Elections Task
The Company	en field will default to UNAC. The		

 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.

Complete S	tate and Local Withholding	×
Worker		
Company *	× HMC Harvey Mudd College …	:=
Effective Date *	01/01/2024	
State *	× California	:=
OK	Cancel	

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.

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:				
	<ol> <li>Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.</li> <li>You understand that your payroll tax withholding election is a legal and binding transaction.</li> <li>You understand that all submissions are contingent upon acceptance by your Payroll representative.</li> </ol>				
	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.				
	Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.				
I Agree					
OK Cancel					