**W-4**

**Federal and State**

**Workday Instructions**

The W-4 can now be done online using Workday. To add or change any information on your W-4, follow these steps:

1. Log into Workday using your Hamline username and password.

2. In the Applications box, select Pay.

3. In the Actions box select Withholding Elections.

4. At the top there are four tabs: Federal Elections, State Elections, Local Elections, and Tax Allocations. Select the tab you will like to update. (Note you only need to focus on the Federal Elections and State Elections tab.)

 5. Click Update at the bottom of the screen to add or change information.

6. Click Ok once you are finished.