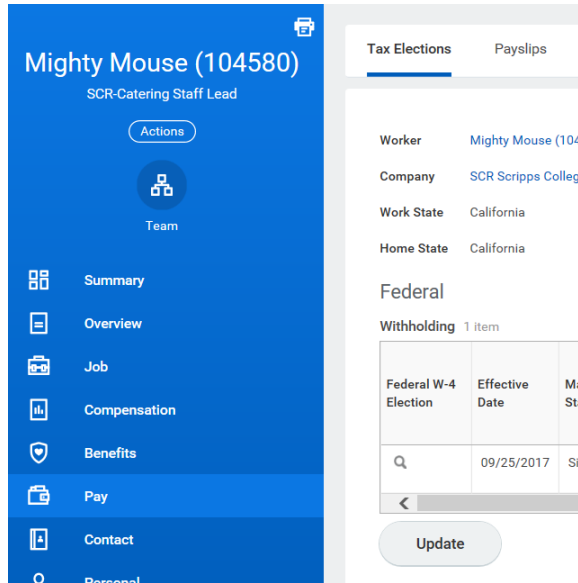
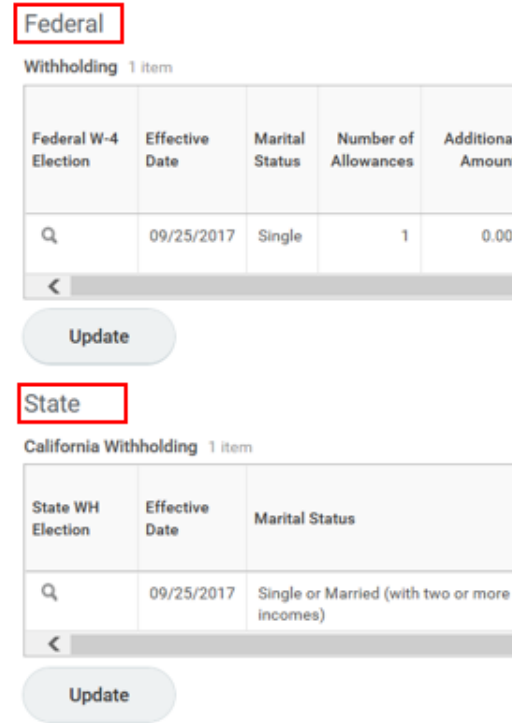


SELECT AND UPDATE FEDERAL WITHHOLDING ELECTIONS

You can easily edit your withholding elections in the Workday system by following the steps below. Click the **Pay** option on your profile page.



1. Click the **Update** button under the Federal and/or State tax election sections to edit elections.



2. Your Company and Effective Date auto-populate. Update Effective date as needed. Click **OK** to continue.
3. Modify the information using the available prompts. Be sure to complete all required fields, these are noted by a red asterisk.
4. Select the I Agree **checkbox**.
5. Click **OK** to complete the update.