



Viewing and Changing Withholding Elections

This document contains instructions in the following areas for working with your withholding elections:

- Overview
- Viewing and Changing Federal Withholdings Elections
- Viewing State Withholdings Elections
- Viewing Local Withholdings Elections



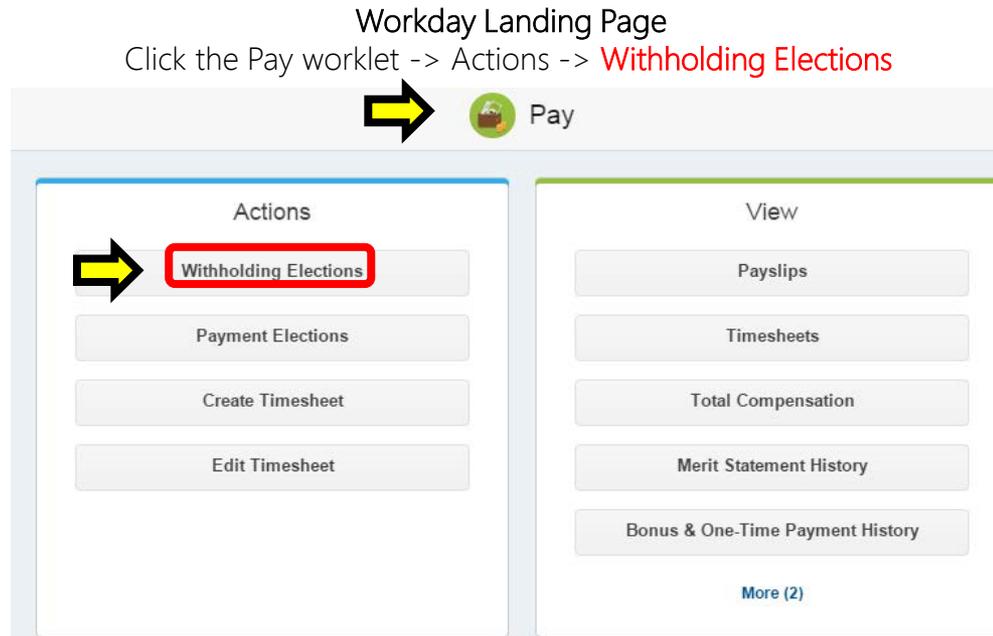
Overview

Within Workday you can view your withholding elections and change your federal withholdings without needing to submit paperwork to human resources and payroll.

NOTES:

- Workday does not currently support the changing of state and local withholdings. You may, however, still view your state and local withholdings.

The easiest way to get to your withholding elections is through the Workday Landing Page as shown below.



Viewing Your Federal Withholding Elections

1. From the Withholding Elections screen choose the **Federal Elections** tab. Your federal withholding elections will be displayed. Click [Complete Federal Withholding Elections for C01 Masonic Villages of the Grand Lodge of Pennsylvania](#) to change your federal withholding elections within Workday.

Withholding Elections **John Worker** ⋮

Home Address 123 Anywhere St.
 Elizabethtown, PA 17022
 United States of America

Social Security Number 111111111



- Federal Elections
- State Elections
- Local Elections
- Tax Allocations

Company **C01 Masonic Villages of the Grand Lodge of Pennsylvania**

Effective Date 08/01/2014

Lock In Letter

Payroll Withholding Status Married

Number of Allowances 3

Additional Amount 0.00

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated 08/01/2014 10:33:31.786 AM

Last Updated By **John Worker**



Complete Federal Withholding Elections for C01 Masonic Villages of the Grand Lodge of Pennsylvania



Changing Your Federal Withholding Elections

1. The Complete Federal Elections screen will appear. The Company field will be automatically populated. Enter an effective date for the federal withholding change within the **Effective Date field** (or use the calendar tool to select a date). Click **OK**.

Complete Federal Elections

Worker **John Worker**

Company * C01 Masonic Villages of the Gr 

Effective Date * 08/05/2014 

 **OK** Cancel



Changing Your Federal Withholding Elections

2. The W-4 Employee's Withholding Allowance Certificate screen will appear. Make the necessary adjustments ensuring that all required fields (marked with a red asterisk) and any other desired fields are complete. Place a checkmark in the **I Agree checkbox** signifying that you authorize this form and your electronic signature. Click **OK** when you have completed your changes.

W-4 Employee's Withholding Allowance Certificate

Company: C01 Masonic Villages of the Grand Lodge of Pennsylvania
 Effective Date: 08/05/2014
 Name: John Worker
 Social Security Number: 111111111
 Address: 123 Anywhere St.
 Elizabethtown, PA 17022
 United States of America

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

W-4 Data

Last Name Differs from SS
 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

Nonresident Alien
 If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Marital Status *
 If married, but legally separated, or spouse is a nonresident alien, choose "Single".

Number of Allowances
 Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount
 Additional amount, if any, you want withheld from each paycheck

Exempt
 I claim exemption from withholding for 2014 and I certify that I meet both of the following conditions for exemption.
 * Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
 * This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
 If you meet both conditions, click the Exempt Box.

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:

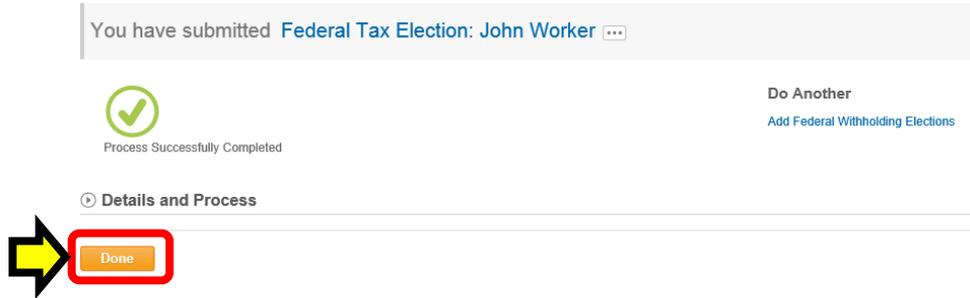
1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please cancel this transaction and access the IRS website (www.irs.gov) to download a current year W-4. Manually fill out the form, sign it, and send it to your Payroll Partner. The form is not valid without a signature.



Changing Your Federal Withholding Elections

3. The following screen will appear indicating that your federal tax election has been successfully submitted. Click **Done**.



4. The Withholding Elections screen will now reflect the changes that were just submitted.

Withholding Elections **John Worker** ...

Home Address 789 Main St.
Elizabethtown, PA 17022
United States of America

Social Security Number 111111111

Federal Elections

State Elections

Local Elections

Tax Allocations

Company **C01 Masonic Villages of the Grand Lodge of Pennsylvania**

Effective Date 08/05/2014

Lock In Letter

Payroll Withholding Status Married

Number of Allowances 4

Last Name Differs from SS

Last Updated 08/05/2014 09:50:11.681 AM

Last Updated By **John Worker**

Complete Federal Withholding Elections for C01 Masonic Villages of the Grand Lodge of Pennsylvania





Viewing State Withholding Elections

1. To view your state withholdings elections click the **State Elections** tab. You may not make changes to your state withholding elections within Workday. Please see the Human Resources office for information on or questions about changing your state withholding elections.

Withholding Elections **John Worker** ...

Home Address 789 Main St.
Elizabethtown, PA 17022
United States of America

Social Security Number 111111111

Federal Elections **State Elections** ...

Home State Pennsylvania

Work State Pennsylvania

Company C01 Masonic Villages of the Grand Lodge of Pennsylvania

No Tax Elections



Viewing Local Withholding Elections

1. To view your local withholdings elections click the **Local Elections** tab. You may not make changes to your local withholding elections within Workday. Please see the Human Resources office for information on changing your local withholding elections.

Withholding Elections **John Worker** ... x ...

Home Address 789 Main St.
Elizabethtown, PA 17022
United States of America

Social Security Number 111111111



- Federal Elections
- State Elections
- Local Elections**
- Tax Allocations

Company C01 Masonic Villages of the Grand Lodge of Pennsylvania

Local

Home

City Withholding x ...

City Election	Effective Date	City Withholding	Exemptions	Additional Amount	Exempt	Exempt Reason	Inactive	Last Updated	Last Updated By
Q	08/01/2014	Elizabeth Boro (Pennsylvania:Allegheny)	0	0.00	No		No	08/01/2014 10:57:00.318 AM	

School District Withholding x

School District Election	Effective Date	School District Withholding	Exempt	Exempt Reason	Inactive	Last Updated	Last Updated By
Q	08/01/2014	Elizabethtown Area S D (Pennsylvania:Lancaster,Conoy Twp)	No		No	08/01/2014 10:57:10.354 AM	

Work

City Withholding x ...

City Election	Effective Date	City	Exemptions	Withholding Percent	Previous Employer Deducted Amount	Additional Amount	Low Income Threshold	Exempt	Exempt Reason	Inactive	Last Updated	Last Updated By
Q	08/01/2014	West Donegal Twp (Pennsylvania:Lancaster)	0		0.00	0.00	0.00	No		No	08/01/2014 10:57:18.487 AM	

