

Edit W-4 Withholding Information

Important Information:

Log on to Single Sign-On (TAMUS-SSO) using your UIN (employee ID, not your student ID) and password and select Workday from the SSO Menu.

First time users can select the “New Employees – Set up your password” link on the home screen to establish a password.

For existing users who have forgotten their password, the “I forgot my password” link will guide you through the process of establishing a new password.

Steps

From the Workday Home page:

1. Click the **Pay** worklet
2. Under Actions, click **Withholding Elections**
3. Locate the election tab you want to update (i.e. Federal, State, Local, Etc.) and click **Update** at the bottom of the screen.
4. On the following screen, review the help text and enter an Effective Date. The effective date cannot be in the past. When complete, click **OK**.

5. To complete the Federal W-4 form, update the following where applicable:
 - a. Nonresident Alien checkbox – check this box if applicable
 - b. Last Name Differs from Social Security Card – check this box if your last name differs from that shown on your Social Security Card
 - c. Marital Status – use the Prompt Icon to select your marital status.

- d. Allowances – number of allowances you are claiming (from applicable W-4 worksheet)
- e. Additional Amount – additional amount, if any, you want withheld from each paycheck
- f. Exemption Status – check this box if applicable
6. Certify your elections by clicking the check box stating **I Agree**.
7. Click **OK** to submit.
8. An e-mail from tamus@workday.com confirming your changes will be sent to you shortly after. If you do not receive this notice within 24 hours, please contact the Payroll Office by e-mail at budgetandpayroll@tamiu.edu or by phone at ext. 2377 or ext. 2375 to confirm your changes.

This completes **Edit W-4 Withholding Information**

***Please note** – If you are electing to update your state withholding, the fields available for update will differ, please fill them in accordingly and click ok to submit your changes.