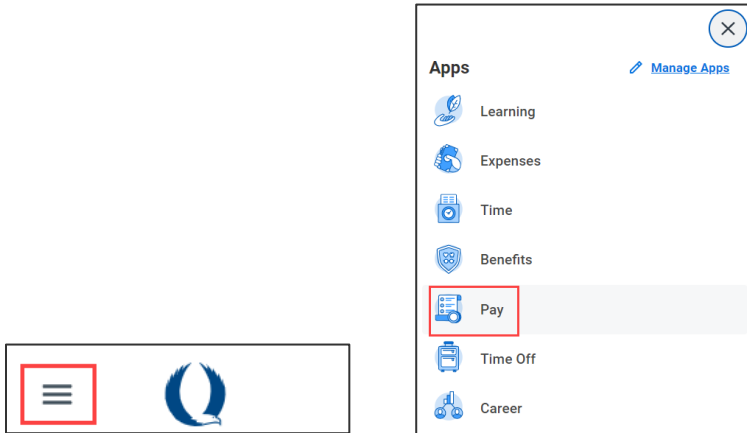
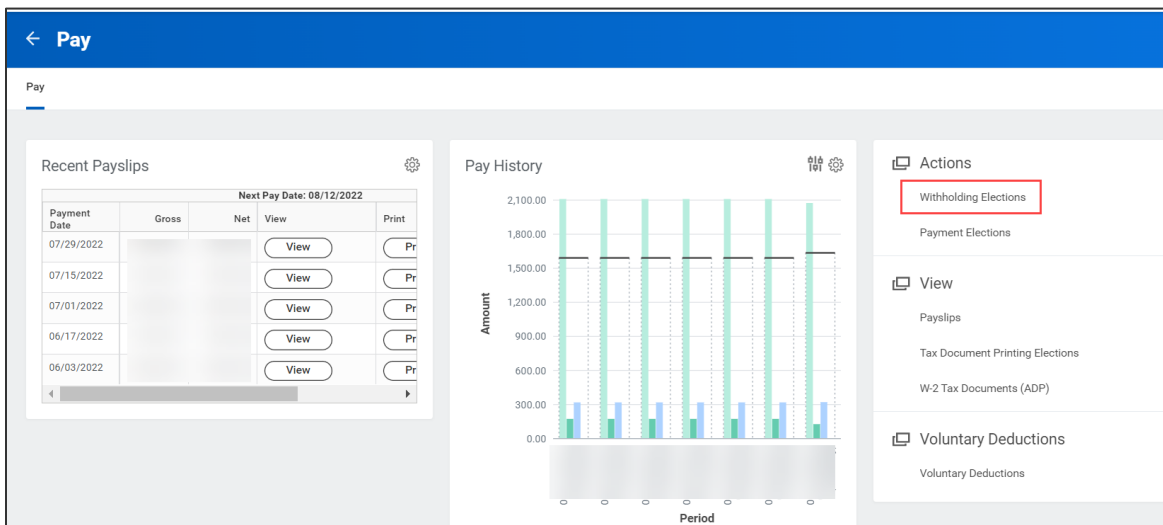


Edit Tax Elections

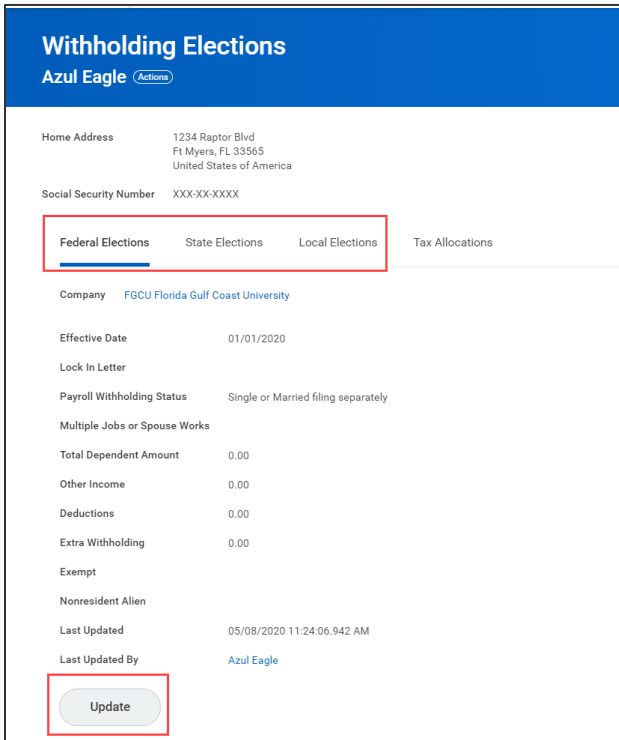
- From the **Workday Home Page**, click the “hamburger” menu at the top left to open all applications, then select the **Pay** application



- Here you can access Withholding Elections, Payment Elections and Payslips (this is an alternate method of accessing your Payslips); under the **Actions** tab, click **Withholding Elections**



- Here you can access **Federal, State and Local Withholding Elections**. Click the **Update** button (scroll down to see the button, if necessary)



Withholding Elections
Azul Eagle [Actions](#)

Home Address 1234 Raptor Blvd
Ft Myers, FL 33565
United States of America

Social Security Number XXX-XX-XXXX

Federal Elections State Elections Local Elections Tax Allocations

Company FGCU Florida Gulf Coast University

Effective Date 01/01/2020

Lock In Letter

Payroll Withholding Status Single or Married filing separately

Multiple Jobs or Spouse Works

Total Dependent Amount 0.00

Other Income 0.00

Deductions 0.00

Extra Withholding 0.00

Exempt

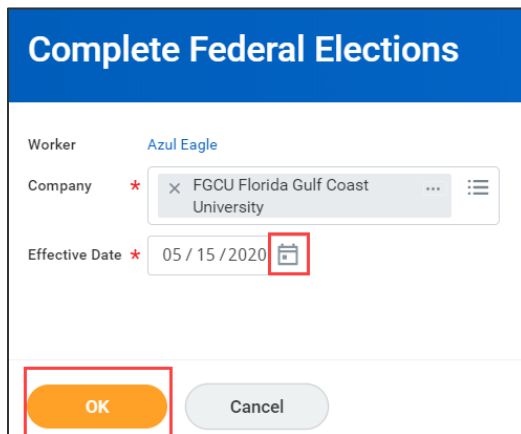
Nonresident Alien

Last Updated 05/08/2020 11:24:06:942 AM

Last Updated By Azul Eagle

Update

4. The **Company** field will pre-populate; use the **Calendar tool** to select an **Effective Date** for your changes (*current or future; cannot be backdated*), click **OK**



Complete Federal Elections

Worker Azul Eagle

Company * FGCU Florida Gulf Coast University

Effective Date * 05 / 15 / 2020

OK Cancel

5. Your **W-4 Employee's Withholding Certificate** information will display (to view a blank W4 form with instructions, click **View Blank Form**- form may take a few seconds to load). Scroll down the page to make desired edits to your information

W-4 Employee's Withholding Certificate

Company: FGCU Florida Gulf Coast University
Effective Date: 05/15/2020
Name: Azul Eagle
Social Security Number: XXX-XX-XXXX
Address: 1234 Raptor Blvd, Ft Myers, FL 33565, United States of America

W-4 Data

View Blank Form

Marital Status: * Single or Married filing separately

Multiple Jobs or Spouse Works:

Do only one of the following:
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or
(b) Use the Multiple Jobs Worksheet on "view blank form" page 3 and enter the result in line Step 4(c) "Extra Withholding"; or
(c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is not available if you are married and filing jointly.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, you must also submit a Form W-9.

6. When edits are complete, check the "I Agree" box and click **OK**

LEGAL NOTICE Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information 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, click "View Blank Form" icon above to print a paper copy of the form. The form is not valid without a signature.

I Agree

OK Cancel

7. A submission confirmation page will display; to view details of your edits, click the **Details and Process** carrot.

You have submitted
Federal Tax Election: Azul Eagle [Actions](#)

Process Successfully Completed

Do Another
[Add Federal Withholding Elections](#)

Details and Process

For: Azul Eagle
Overall Process: Federal Tax Election: Azul Eagle
Overall Status: Successfully Completed
Due Date: 05/17/2020

Details: Process

Effective Date: 05/15/2020
Company: FGCU Florida Gulf Coast University
Payroll Payee W-4: Azul Eagle for FGCU Florida Gulf Coast University has W-4 for payroll date 05/15/2020

W4 Federal Withholding Completed W-4 Form

8. Under the **Details** tab, you may **View or Print** your **Completed W-4 Form**

Details and Process

For [Jerry Seinfeld](#)

Overall Process [Federal Tax Election: Jerry Seinfeld](#)

Overall Status [Successfully Completed](#)

Due Date [04/22/2020](#)

Details Process

Effective Date [04/20/2020](#)

Company [FGCU Florida Gulf Coast University](#)

Payroll Payee W-4 [Jerry Seinfeld for FGCU Florida Gulf Coast University has W-4 for payroll date 04/20/2020](#)

W4 Federal Withholding

Federal W-4 Election [Q](#)

Effective Date [04/20/2020](#)

Marital Status [Married filing jointly \(or Qualifying widow\(er\)\)](#)

Number of Allowances [0](#)

Extra Withholding [0.00](#)

Multiple Jobs or Spouse Works [No](#)

Total Dependent Amount [0.00](#)

Completed W-4 Form

[View / Print](#)

9. On the **Workday Home Page**, open your **Inbox** and click the **Archive** tab to view a report of your actions

Inbox

Actions (0) **Archive**

Sort By: [Newest](#)

From Last 30 Days

Federal Tax Election: Azul Eagle
1 minute(s) ago - Successfully Completed

View Event
Federal Tax Election: Azul Eagle [Actions](#)
1 minute(s) ago - Successfully Completed

For [Azul Eagle](#)

Overall Process [Federal Tax Election: Azul Eagle](#)

Overall Status [Successfully Completed](#)

Due Date [05/17/2020](#)

Calendars In Use [Consecutive Days \(No Calendars Selected\)](#)

Details Process

Effective Date [05/15/2020](#)

Company [FGCU Florida Gulf Coast University](#)

Payroll Payee W-4 [Azul Eagle for FGCU Florida Gulf Coast University has W-4 for payroll date 05/15/2020](#)

W4 Federal Withholding