

Audience: All current employees

Payroll

Complete Federal Withholding Elections

 Employees use this task to review and update their Federal tax withholding (IRS Form W-4) in Workday. Updates affect how federal taxes are calculated each payroll period.

Complete Federal Withholding Elections

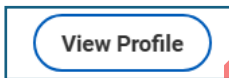
Workday Role(s)	Employee
Steps	- Employee initiates - Complete Federal Withholding Elections, enters the required dates and arrangement details, and submits the request.

Complete Federal Withholding Elections

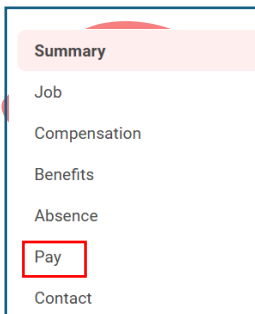
- From the **Home** page, click your **Profile Photo** in the top right corner of the screen.



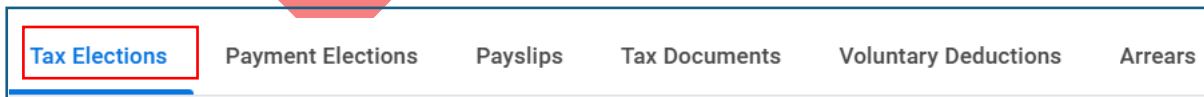
- Select **View Profile**.



- Click the **Pay** tab located under the Employee Name information on the left-hand side.



- Select **Tax Elections**.



- Under **Federal** withholding category, click **Update**.

Federal

Withholding 1 item

Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Nonre
Q	02/19/2024	Single or Married filing separately	0	10.00	No	0.00	0.00	0.00	

Update

The next screen that pops up should show your Name and Employee ID Number and click OK

Complete Federal Elections

Worker [Redacted]

Company * x MKE City of Milwaukee

Effective Date * 01/29/2026

Cancel

OK

This will auto fill with today's date

Review Personal Information

- Confirm your **Legal Name**, **SSN**, and **Address**
- If incorrect, contact **your Departmental Payroll Clerk(s)** before continuing. Workday may block updates if data is invalid.

Select Filing Status

- Follow the steps to update.
Marital Status – choose one of the following by clicking here

Search

☐ Head of Household
 ☐ Married filing jointly (or Qualifying widow(er))
 ☐ Single or Married filing separately

- **Note this line:**

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

- **Scroll down and read the instructions thoroughly. Complete each step as it applies to your situation. A copy of the Federal W-4 Form can be viewed from this page – click on the following option:**

W-4 Data

View Blank Form

- **On Step 5: There is a Legal Notice and then an “I Agree” box that must be checked:**

Step 5:

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, 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, print a paper copy of the form.
The form is not valid without a signature.

I Agree



- **Once completed with your update, click the Ok button:**

W-4 Employee's Withholding Certificate

Company MIKE City of Milwaukee

Effective Date 01/29/2026

Name

Social Security Number 395-23-0609

Address

W-4 Data

View Blank Form

Step 1:

Marital Status * ☐ Head of Household

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:

Multiple Jobs or Spouse Works ☐

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

OK

Cancel

- **After clicking the Ok button, This box should appear:**

You have submitted View Details

- **This task is now completed**

DRAFT