

Audience: All current employees

Complete State Withholding Elections

Use this task to review and update your State tax withholding elections (e.g., state W-4 equivalents). These settings determine how Workday calculates state income tax for each paycheck.

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

Complete State and Local Withholding Elections

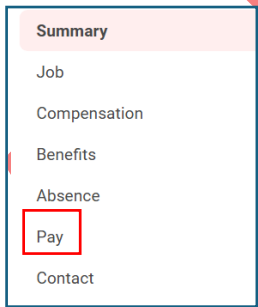
1. From the **Home** page, click your **Profile Photo** in the top right corner of the screen.



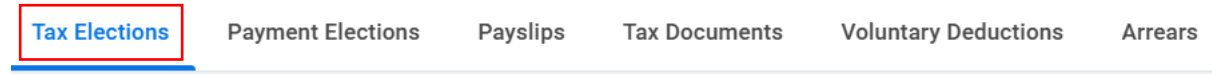
2. Click **View Profile**.



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



4. Select **Tax Elections**.



5. Scroll down to the **State** withholding category, click **Update**.

Complete State and Local Withholding Elections

State

Wisconsin Withholding 1 item

State WH Election	Effective Date	Marital Status	Withholding Exemptions	Additional Amount	Pay Period Amount	Form W-220 Filed (IL, IN, KY, MI) or Form W-222 Filed (MN)	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax
Q	02/19/2024	Single	0	0.00	0.00	No	No	No	No		No

Update

Choose the State to Update

1. Under **State Elections**, select **Update** next to the appropriate state if it does not auto-fill:
 - Example: *Wisconsin*
2. If you work in one state and live in another, you may see multiple records.

Complete State and Local Withholding Elections

Worker

[REDACTED]

Company

* X MKE City of Milwaukee ...

Effective Date

* 06 / 09 / 2026 

State

* X Wisconsin ...

Withholding Form Type

* X WT-4 - Withholding ...

Cancel

OK

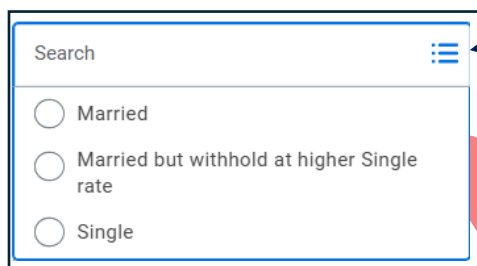
Review Personal Information

3. Confirm your **Legal Name**, **SSN**, and **Address**
4. 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



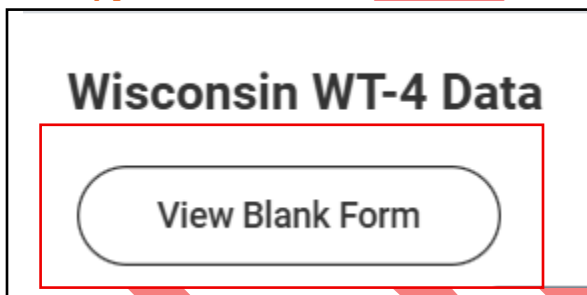
Search

☐ Married

☐ Married but withhold at higher Single rate

☐ Single

A copy of the State WT-4 Form can be viewed from the page – click on the following option:



Wisconsin WT-4 Data

[View Blank Form](#)

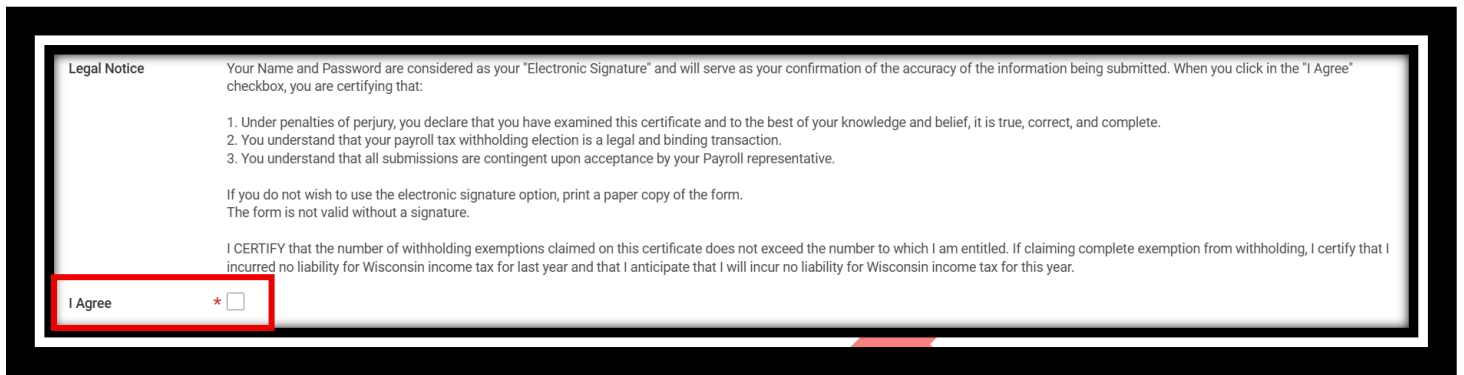
- **Read the instructions on the form thoroughly. Complete each step as it applies to your situation.**

State WT-4 Fields

- **Exemption for Yourself**
- **Exemption for Spouse**
- **Dependent Exemptions**
- **Total Exemptions** (this will auto-fill with what was entered in the boxes above – should equal the total number of exemptions claimed)
- **Additional Amount** – this is optional
- **Exempt** – When checked, the Exempt box will zero out all of the above box information – as you may only have Exemptions or be Exempt – you cannot be both.

Complete State and Local Withholding Elections

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



The screenshot shows a 'Legal Notice' section with the following text: '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:'. It lists three points: 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. Below this, it states: '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.' At the bottom, it says: 'I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming complete exemption from withholding, I certify that I incurred no liability for Wisconsin income tax for last year and that I anticipate that I will incur no liability for Wisconsin income tax for this year.' At the bottom left, there is a red-bordered box containing the text 'I Agree' followed by a red asterisk and an unchecked checkbox.

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:

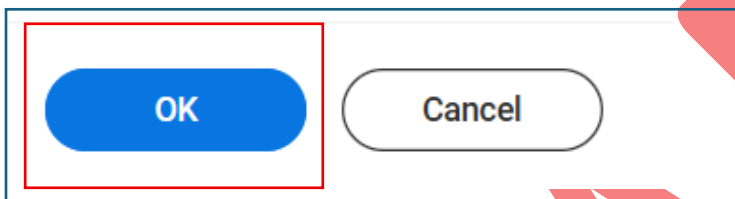
1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are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

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming complete exemption from withholding, I certify that I incurred no liability for Wisconsin income tax for last year and that I anticipate that I will incur no liability for Wisconsin income tax for this year.

I Agree * ☐

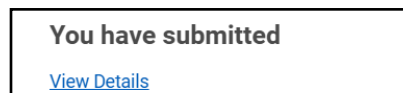
- **Once completed with your update, click the Ok button:**



The screenshot shows two buttons: a blue 'OK' button and a grey 'Cancel' button. The 'OK' button is highlighted with a red border.

OK Cancel

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



The screenshot shows a box with the text 'You have submitted' and a blue link 'View Details' below it.

You have submitted
[View Details](#)

- **This task is now completed**