



Workday@NSHE Job Aid

Complete Federal Withholding Elections

Business Process Role(s): [Employee](#), [HR Administrator](#), [HR Partner](#), [Payroll Partner](#), [Payroll Support](#)

Functional Area(s): [Payroll](#)

Overview

The Withholding Elections business process (also referred to as a W4) enables employees to add or update their own federal withholding elections using self-service. New employees can accomplish the task via the *Onboarding* process.

Complete Federal Withholding Elections

From *Pay* application:

1. Click **Withholding Elections** button.
2. **Withholding Elections** page appears. Click **Update** button on the page to migrate to the **Complete Federal Elections** page.

Withholding Elections

Maria Demo [Actions](#)

Home Address 211 Rainbow Court
Henderson, NV 89013
United States of America

Social Security Number XXX-XX-XXXX

Federal Elections State Elections Local Elections Tax Allocations

Company [System Administration](#)

No Tax Elections

[Update](#)

3. On *Complete Federal Elections* page, enter an **Effective Date** and click **OK**.
4. *W-4 Employee's Withholding Certificate* page appears. Complete **W-4 Data** section mandatory fields. Complete any remaining fields, if desired.
Note: Click **View Blank Form** to view the report in **My Reports**.
5. Check the **I Agree** box.
6. Click **OK**.
7. A Federal Tax Election report can be created by clicking the **View Blank Form** button. If the **View Blank Form** button is used, user receives a pop-up message box that offers '2' options. User can wait until the report is processed or click the **Notify Me Later** button in the pop-up message box.

Your request is being processed

You can continue to wait or choose to be notified later.

[Notify Me Later](#)

8. The completed action can be viewed through the **Details and Process** icon.

View Existing Federal Withholding Elections

From *Pay* application:

1. Click **Withholding Elections** button.
2. Click **View printable version** icon (small printer) in the upper right corner of the **Withholdings Elections** page.
3. Click the **Download** button.
4. A PDF document titled **Withholding Elections:** (*includes the name of the employee*) is created.

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- Report an error. Email workday@nshe.nevada.edu.
 - We want to hear from you! Take our online [Customer Satisfaction Survey](#).