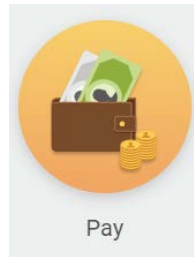


WORKDAY QUICK REFERENCE WITHHOLDING ELECTIONS

(1) Log-In to Workday

(2) Select the Pay worklet



(3) In the Actions Column, select
"Withholding Elections"

Actions

Withholding Elections

Payment Elections

View

Payslips

Timesheets

Total Rewards

Historical Activity Pay

Bonus & One-Time Payment History

More (2)

(4) Update your Federal Elections
by choosing the Federal
Elections tab, then selecting
"Update"

Federal Elections

State Elections

Local Elections

Tax Allocations

Company Florida Polytechnic University

Effective Date

Lock In Letter

Payroll Withholding Status

Number of Allowances

Additional Amount

Exempt

Nonresident Alien

Last Name Differs from SS

Last Updated

Last Updated By

Update

- (5) Select the calendar icon to modify the "Effective Date"

Note: the effective date may be the date of this entry or future effective date

Complete Federal Elections

Worker

Company * Florida Polytechnic University

Effective Date * 03 / 08 / 2018

March 2018

S	M	T	W	T	F	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OK Cancel

- (6) Enter your new withholding information, select "I Agree", then choose "OK"

W-4 Data

[View Blank Form](#)

Nonresident Alien

If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Last Name Differs from SS

If your last name differs from that shown on your social security card, check here.
You must call 1-800-772-1213 for a replacement card.

Marital Status *

If married, but legally separated, or spouse is a nonresident alien, choose "Single".

Number of Allowances

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount

Additional amount, if any, you want withheld from each paycheck

Exempt

I claim exemption from withholding for 2017 and I certify that I meet both of the following conditions for exemption.

* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and

* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, click the Exempt Box.

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, please contact your Payroll Department for a paper copy of the form.

The form is not valid without a signature.

I Agree *

OK Cancel

End of Transaction