



Updating Withholding Elections (W4)

Your federal and state withholdings can be updated electronically in Workday. This quick reference guide covers both tax elections. You may update your withholding elections at any time—you do not need to wait for a qualifying life event or the start of a new academic year.

Information you'll need to update your W-4 tax withholdings:

- *Effective date*
- *Marital status*
- *Desired federal withholding elections*
- *If filing in Illinois, the IL State W-4 can be found at:*
https://adminet.uchicago.edu/adminforms/pdfs/pay_il-w4.pdf

QUICK TIP! You can use the 'IRS Tax Withholding Estimator' to help you determine how much in federal income tax you want UChicago to withhold from your paycheck:

<https://www.irs.gov/individuals/tax-withholding-estimator>

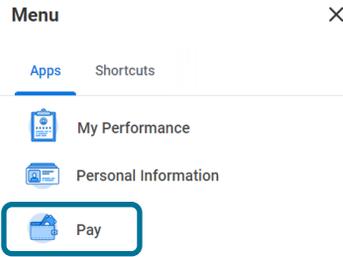
You'll need the following information:

- Paystubs for all jobs (spouse too)
- Other income info (side jobs, self-employment, investments, etc.)
- Most recent tax return

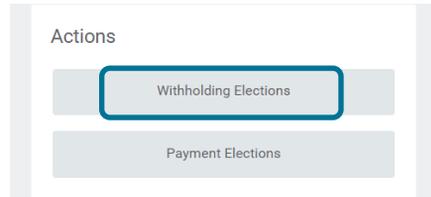
Please note that the fields and available values on the federal W-4 are subject to change by the federal government. If there has been a recent change in the federal W-4, the fields above may not be accurate. Please reach out to Payroll via Service Now if you have questions.



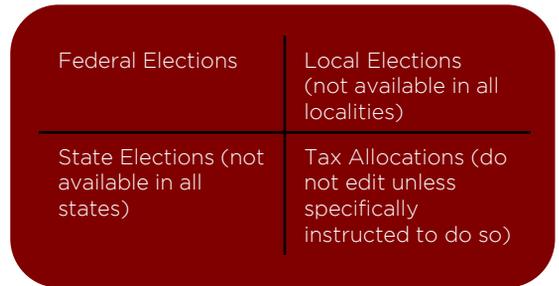
1. From the Home Page, click the View All Apps link (in the Quick Tasks section); click the 'Pay' app.



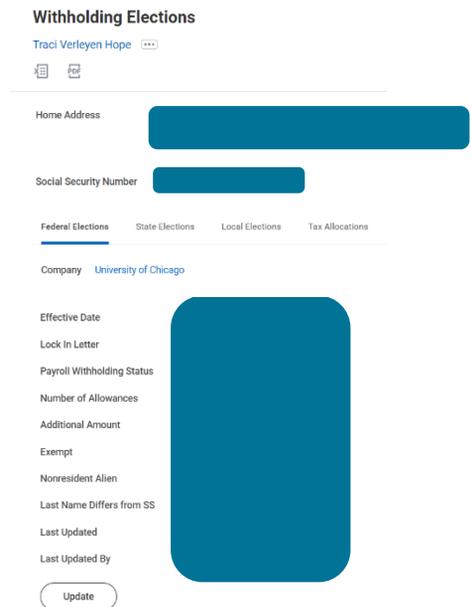
2. Under the 'Actions' header, click Withholding Elections.



3. From the Withholding Elections page, you can view and update (if applicable) the following elections:



4. To update Federal Elections (your federal W-4) click the Update button.



5. On the next screen, ensure the Company field is set to University of Chicago and Effective Date is today. Please do not use an effective date in the past. Click OK.



Updating Federal Withholdings

6. *Scroll down to the W-4 Data section. Complete the Federal W-4 form by updating the following:*
 - *Payroll Withholding Status (marital status)*
 - *Multiple Jobs or Spouse Works*
 - *Number of Qualifying Children Under Age 17*
 - *Number of Other Dependents*
 - *Override Total Dependent Amount*
 - *Other Income (not from jobs)*
 - *Deductions*
 - *Extra Withholding: additional amount (if any) that you want withheld from each paycheck*
 - *Exempt: check this box if applicable*
 - *Nonresident Alien checkbox: check this box if applicable.*

7. *Click the 'I Agree' checkbox then 'OK' to successfully complete the task.*



Updating State Withholdings

1. Follow steps 1–3 above to reach the ‘Withholding Elections’ screen, then select the State Elections tab. Click the Update button at the bottom of the page to change your state withholding elections (may need to scroll down).
2. On the next screen, ensure the Company field is set to University of Chicago and the effective date is today. Please do not use an effective date in the past.
3. Carefully review the help text, and then select the State where you would like to complete withholding elections and (if applicable) the Withholding Form Type. Not all states offer tax withholding, and not all states have multiple withholding form types. Click OK to proceed.
4. The fields and values that appear on the next screen will depend on the selections made in the previous step. If you are unsure how to fill out the withholding form, you can click the View Blank Form button for a PDF copy of the form or contact Payroll via Service Now.
5. Click the ‘I Agree’ checkbox and then click the ‘OK’ button to successfully complete this task.

Withholding Elections

Social Security Number

Federal Elections

State Elections

Local Elections

Home State Illinois

Work State Illinois

Company University of Chicago

Update