

To Update Form W-4:

1. Login to **SSO - Workday**
2. Click on **Menu** in the upper left corner and choose **Pay** from the list.
3. Click on **Withholding Elections** in the Actions box.
4. You will then see your current tax elections for Federal, State, Local, etc.
5. Choose the tab for whichever elections you wish to update (Federal, State, Local)
6. Click **Update** at the bottom of that section to make changes.
7. If you are updating your Federal Elections, the next screen will be **Complete Federal Elections**. If you are updating either State or Local Elections, the next screen will be **Complete State or Local Elections**.
8. Read the instructions before making any selections, and then click **OK** to proceed to the next step.
9. You can now make any necessary changes to your W-4 Data. You also have the option to view a blank W-4 form for additional instructions and guidance.
10. Once all selections are made, you must check the **I Agree** box at the bottom of the page before clicking OK.
11. Click **OK** to save.

Feel free to contact the Payroll Department with any questions or to confirm changes.
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