

# Local Tax Election Set-up/Update in Workday

Employee instructions to Set-up or Update Local Tax Election in Workday.

1. Log into Workday
2. Click the Pay Worklet



Pay

3. Click Withholding Elections



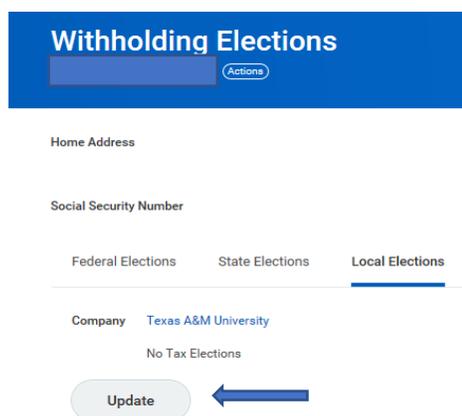
Actions

- Withholding Elections
- Payment Elections

View

- Payslips
- Timesheets
- My Tax Documents
- Total Rewards
- Merit Statement History
- Bonus & One-Time Payment History

4. Under the Local Elections tab, click the Update



Withholding Elections

Home Address

Social Security Number

Federal Elections State Elections **Local Elections**

Company Texas A&M University

No Tax Elections

Update

5. Verify your name, company; **DO NOT** change the Effective date.
6. Verify your state. If you need to change the state listed, click the 'X' and then type the correct state name.

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7. **Withholding Form Type** – this box will be displayed with the specific withholding form you will need to complete on the next screen.
8. **Click OK**
9. **Enter the information for the Withholding Form indicated in #7**  
**\*\*Pennsylvania Residents** – If you work outside of Pennsylvania, leave the Work County and Work Municipality boxes blank.
10. **Click OK**

**You have completed your Local Tax Election update.**