Adding Your Allowances

2. On the Home page, click on Pay icon.
4. On the next page, after verifying that your Resident and Work addresses are correct, click on the green Create button to create your Federal W-4.
5. **Important Note**: If you need to update your address, please return to Workday, update them and then resume this process. If you are a student, update your address via the "Student Center". On the next page, enter the following information for your Federal W-4 allowance:

- Marital Status (line 3) **Note**: changing your marital status on your W-4 will **not** update your marital status in Workday.
- Number of allowances (line 5)

![Federal W-4 Certificate](image)

6. If you wish to preview the form before updating Workday, click the green **Preview Form** button. Otherwise, click on the green **Submit to Employer** button. This form will create your W-4 in Workday.

7. On the next page, you must answer the question “No” in order to proceed to the New York IT-2104 withholding form, and then click **Save My Answers** button.
**Important Note:** The site **will not** allow you to claim exempt from New York withholding. If you believe that you are exempt from New York withholding, please contact the payroll office to complete the required form.

8. On the next page click on the green **Create** button to enter the following information for your **New York State** allowance:
   - Filing Status
   - Select the radio button for your resident location in New York.
   - Enter the number of allowances for New York and New York City (if applicable).

   ![New York IT-2104 Form](image)

9. If you wish to preview the form before updating Workday, click the green **Preview Form** button at the bottom of the page. Otherwise, click the **Submit to Employer** button. This form will create your New York IT-2014 form in Workday.

10. You have now successfully completed your W-4 and IT-2104 withholding forms. You must click on the **Logout** button in the upper right-hand corner of the screen to return to Workday.

   **Note:** To view your changes in Workday, click on **Pay** icon on the **Home** page, then select the action of **Withholding Elections**.

**Updating Previously Submitted Forms from this Site**

1. To update your Federal W-4 or your New York IT-2104 form, click on **View/Update Current** forms.

2. You will see the screen below. Click on the green **Change** button for the form you want to change and follow the prompts.