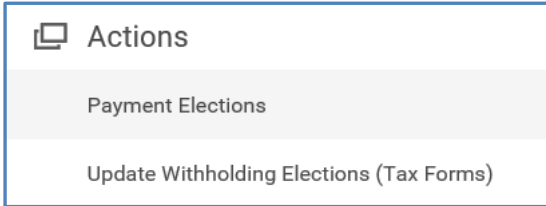




Adding Your Allowances

1. From your Workday **Home** page, click the **Pay** icon.
2. Under **Actions** select **Update Withholding Elections (Tax Forms)**.



3. On the next page, after verifying that your Resident and Work addresses are correct, click on the blue **Continue to Forms** button to create your **Federal W-4**.

Important: 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 "[Student Essentials](#)".

Employee Information

Please confirm your Name, SSN, DOB and Employee No. are correct and contact your employer if updates are needed.

My Information

Name : _____

Employee No : _____

Please review your address. You must ensure that your address is correct in order to be presented with the correct tax forms . If your Home address is incorrect, please go to Workday and access your [Personal Information](#) worklet from the landing page to correct it. If your physical [Work location](#) is incorrect, please notify your manager to correct it. If you are a student, please update your address via the Student Essentials first, then return here the following business day to complete your tax forms.

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> Resident Address </div> <p>Permanent Address</p> <p>377 Pine Tree Rd The Payroll Office Ithaca, NY 14850 United States of America</p>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> Work Address </div> <p>Work Location</p> <p>377 Pine Tree Rd The Payroll Office Ithaca, NY 14850-2820 USA</p>
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Continue to Forms

4. On the next page, click on the blue **Create** button.



5. On the next page enter the following information for your **Federal W-4** allowance:

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

3. Marital status: Single
 Married
 Married, but withhold at higher Single rate
Note: If married filing separately, check "Married, but withhold at higher Single rate."

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

5. Total number of allowances you're claiming.
Use this [Personal Allowances Worksheet](#) to help you calculate your total allowances. If you already know how many allowances you plan to claim, you can enter it now.

6. Additional amount, if any, you want withheld from each paycheck.
\$

7. I claim exemption from withholding for 2018, 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, check "Exempt" box Exempt

Deductions, Adjustments, and Additional Income Worksheet
Note: *Only* use this [Deductions Worksheet](#) if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income.

Two-Earners/Multiple Jobs Worksheet
Note: Use this [Multiple Jobs Worksheet](#) if you **have more than one job at a time** or are **married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed \$52,000 (\$24,000 if married filing jointly) to help you calculate this amount, or enter a dollar value in Line 6 if necessary.

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

By selecting "Submit to Employer" you agree that your completed form will be electronically signed and submitted to your employer.

Finish Later

Preview Form

Submit to Employer

7. Click on the blue Continue button so you can complete your state tax forms.

Federal Forms

[Return to Employee Information](#)

You have no pending form(s) to complete.
Select 'Continue' to proceed to the State Forms page.

Continue

8. New York State Exemption (if applicable) Click on the **No** radio button and click **Save**. Continue to complete the New York IT-2104. **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.

The screenshot shows the 'State Forms' page with a question: 'For the purposes of New York state filing, do you wish to claim exempt from withholding?'. There are two radio buttons: 'No' (selected) and 'Yes'. Below this is a modal window titled 'EForm Prerequisite Questions' which repeats the same question and has the 'No' radio button selected. A 'Save' button is located at the bottom of the modal window.

9. On the next page please complete the following for your **New York State** allowance:
- Filing Status
 - I am a resident of: Click on down arrow and selection the location that applies.
 - Enter the number of allowances for New York and New York City (if applicable)
 -

Filing Status:

Note: If married but legally separated, select *Single or Head of household*.

- Single or Head of household
- Married
- Married, but withhold at higher single rate.

I am a resident of:

Neither ▼

1. Total number of allowances you are claiming for New York State (and Yonkers if applicable)
Complete the [Allowances Worksheet](#) to compute your withholding allowances for New York State and Yonkers.

2. Total number of allowances for New York City.

Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.

3. New York State amount.
(Click [Preview Form](#) to review charts if you want help to determine this amount.)

\$

4. New York City amount.

\$

5. Yonkers amount.

\$

Itemized Deductions Worksheet

Complete the [Itemized Deductions Worksheet](#) only if you expect to itemize deductions on your state return.

10. If you wish to preview the form before updating Workday, click the **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.

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

(Rev 01/2018)

By selecting "Submit to Employer" you agree that your completed form will be electronically signed and submitted to your employer.

[Finish Later](#)

[Preview Form](#)

[Submit to Employer](#)

You have now successfully completed your W-4 and IT-2104 withholding forms. You must click on the blue **Logout** button 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 the **Current EForms** button.
2. You will see the screen below. Click on the **Change** button for the form you want to change and follow the prompts.

Current EForms

Federal W-4	10/15/2015 10:51 AM	View	Change
New York IT-2104	10/15/2015 11:20 AM	View	Change

Forms will be viewable in pdf format. Please make sure to allow pop-ups from this site in order to view the forms. Add www.paperlessemployee.com to the allowable sites in your Pop-Up blocker setting from the Tools menu option on your Internet Explorer browser.