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”.

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**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.

**Resident Address**

Permanent Address

377 Pine Tree Rd
The Payroll Office
Ithaca, NY 14850
United States of America

**Work Address**

Work Location

377 Pine Tree Rd
The Payroll Office
Ithaca, NY 14850-2820
USA

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

![Federal Forms]

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:**
      
      **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

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**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.

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**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.

![Preview Form](image)

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

![Federal Forms](image)

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.

![State Forms](image)

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

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 Table]

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.paperssseeemployee.com](http://www.paperssseeemployee.com) to the allowable sites in your Pop-Up blocker setting from the Tools menu option on your Internet Explorer browser.