FOR INSTRUCTIONS ON HOW TO LOG INTO WORKDAY GO TO: workday.risd.edu

Sign into Workday and then choose the “PAY” icon

From the next page please choose “WITHHOLDING ELECTIONS”

CHOOSE YOUR FEDERAL OR STATE ELECTIONS TO UPDATE BY CLICKING ON THE TOP ROW.
FILL OUT YOUR W-4 INFORMATION AND CLICK BOTH THE “I AGREE” AND “OK” BUTTONS.

W-4 Data

Step 1:
- Marital Status (please select all that apply):
  - Single
  - Married
  - Head of Household

Step 2:
- Number of Jobs to Be Claimed (if any):

For employees, you can select 1 or 2 if you are married filing jointly and you both work. The total amount of withholding depends on the number of jobs claimed.

Example: If you are married and both work, select 2 jobs. This will reduce the amount withheld from your paycheck.

Step 3:
-Claim Dependents
  - Number of Qualifying Children Under Age 17:
  - 0
  - Number of Other Dependents:
  - 0

Step 4 (optional):
- Other Adjustments
  - Other Income (not from job):
    - 0.00
  - Deductions (if you earn a certain amount of money at the end of the year, enter the amount here)
    - 0.00
  - Extra Withholding:
    - 0.00

FOLLOW THE SAME INSTRUCTIONS FOR YOUR “STATE ELECTIONS”