



JWA Workday Training

Changing Withholding Elections – W4

JWA Workday – Changing Withholding Elections

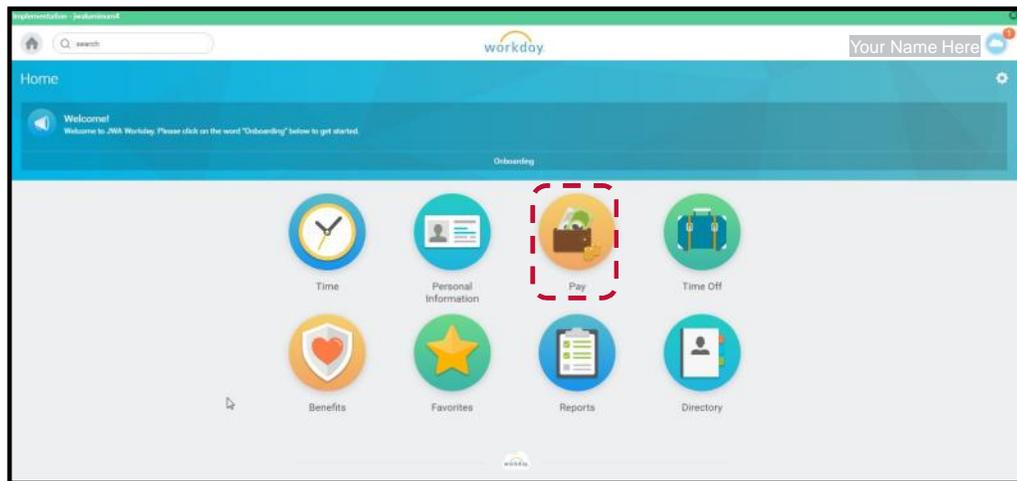
This Training Module Covers:

- Changing Withholding Elections for:
 - Federal (W-4)
 - State

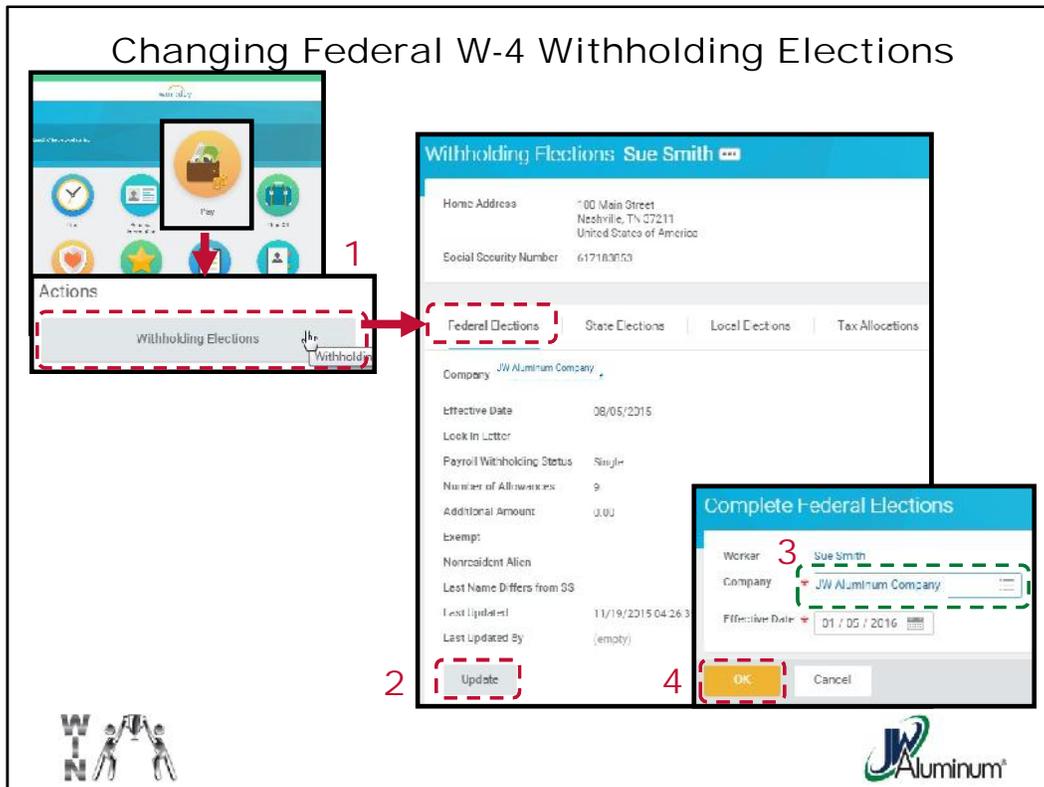


This slide list the navigation subjects covered in this module.

Pay Worklet - Changing Withholding Elections



After Logging In, on the **Home Page**, select the **“Pay”** Worklet.

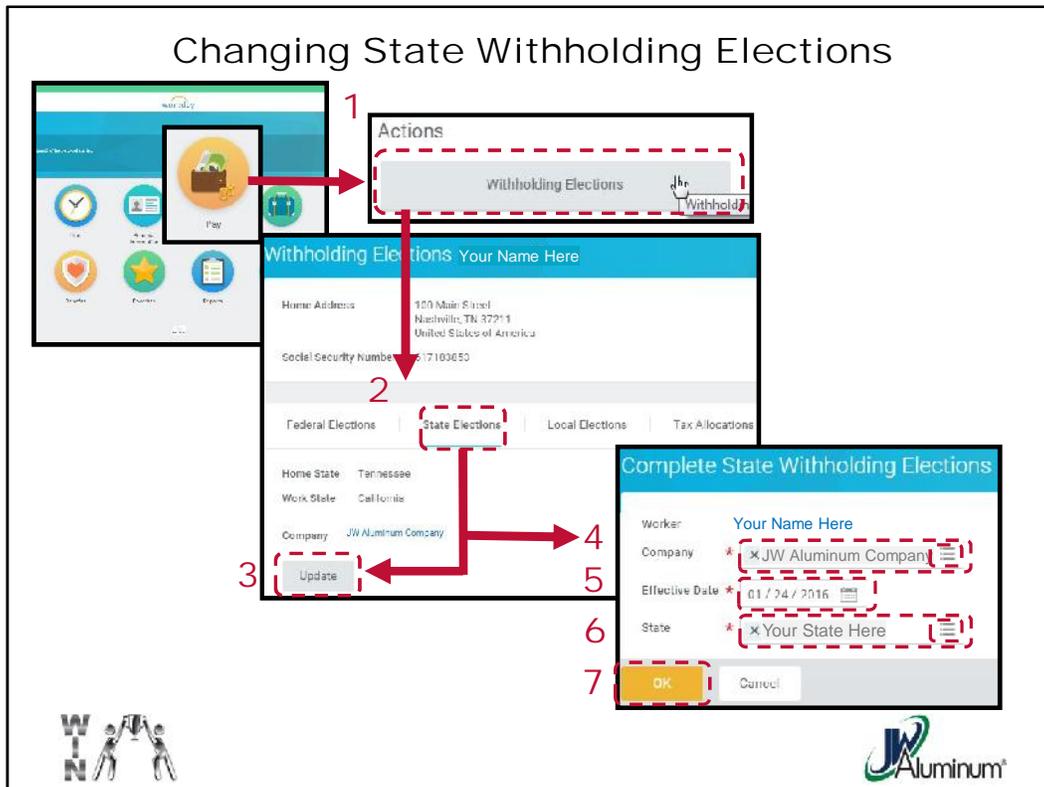


1. When the **“Pay”** window appears, under **“Actions”** select **“Withholding Elections.”**
2. When the **“Withholding Elections”** window appears review for accuracy, then press **“Update.”**
3. In the **“Complete Federal Elections”** window confirm **“JW Aluminum”** is in the **“Company”** window. If not, click on the dropdown menu and select.
4. Press **“OK”** to continue.

Changing Federal W-4 Withholding Elections

The screenshot shows the 'W-4 Form' interface. It includes sections for 'Nonresident Alien', 'I am Name Differ from SS', 'Marital Status', 'Number of Allowances', 'Additional Amount', and 'Exempt'. A 'LEGAL NOTICE' section is also present. At the bottom, there is an 'I Agree' checkbox and 'OK' and 'Cancel' buttons. A separate window titled 'Married' shows three options: 'Married but withheld at higher Single rate' (selected), 'Single', and 'Married'. Red dashed boxes and arrows highlight the steps for changing these fields.

1. When the “**W-4**” window appears, under “**Marital Status**” select appropriately by pressing the dropdown icon and choosing from the list.
2. Enter the total allowable allowances into the “**Number of Allowances**” window.
3. Optional – If you wish for additional withholding, enter the \$ amount in the “**Additional Amount**” window.
4. Optional – Only if applicable, put a Check Mark in the “**Exempt**” Box.
5. Click on the box next to “**I agree.**”
6. Select “**OK**” to continue. This will send an automatic notification to the payroll administrator for processing.



1. When the **“Pay”** window appears, under **“Actions”** select **“Withholding Elections.”**
2. When the **“Withholding Elections”** window appears click on the **“State Elections”** Tab.
3. Click **“Update”** at the bottom of the window.
4. In the **“Complete State Withholdings Elections”** window confirm **“JW Aluminum”** is in the **“Company”** window. If not, click on the dropdown menu and select.
5. In the **“Effective Date”** window confirm / correct the date.
6. In the **“State”** window confirm the one listed is your state. If not, click on the dropdown menu and select accordingly.
7. Press **“OK”** to continue.

Changing State Withholding Elections

Your State Here DC-4 Data

View Blank Form

Filing Status Withholding Allowances *

Number of Allowances 0

Estimated Deductions 0

Additional Amount 0.00

Military Spouse Exemption

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option please contact your Payroll Department for a paper copy of the form.
The form is not valid without a signature.

Under penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if I have an exemption from withholding, that I am entitled to claim the exempt status.

Payroll Marital Status Prompt

Head of Household

Married

Single or Married (with two or more incomes)

I Agree *

OK Cancel

1. When the state withholding window appears, in the “**Filing Status Withholding Allowances**” window, press the dropdown icon, then from the dropdown menu, select the applicable “**Payroll Marital Status Prompt.**”
2. In the “**Number of Allowances**” window enter the appropriate number.
3. In the “**Estimated Deductions**” window any applicable deductions.
4. Optional – If you choose to have additional \$ withheld, enter the amount into the “**Additional Amount**” window.
5. Optional – If you have a spouse and qualify for a “**Military Spouse Exemption**” check the box accordingly.
6. Once all information is accurate and satisfactory, click the “**I Agree**” box to apply the check mark.
7. Select “**OK**” to continue. This will send an automatic notification to the payroll administrator for processing.