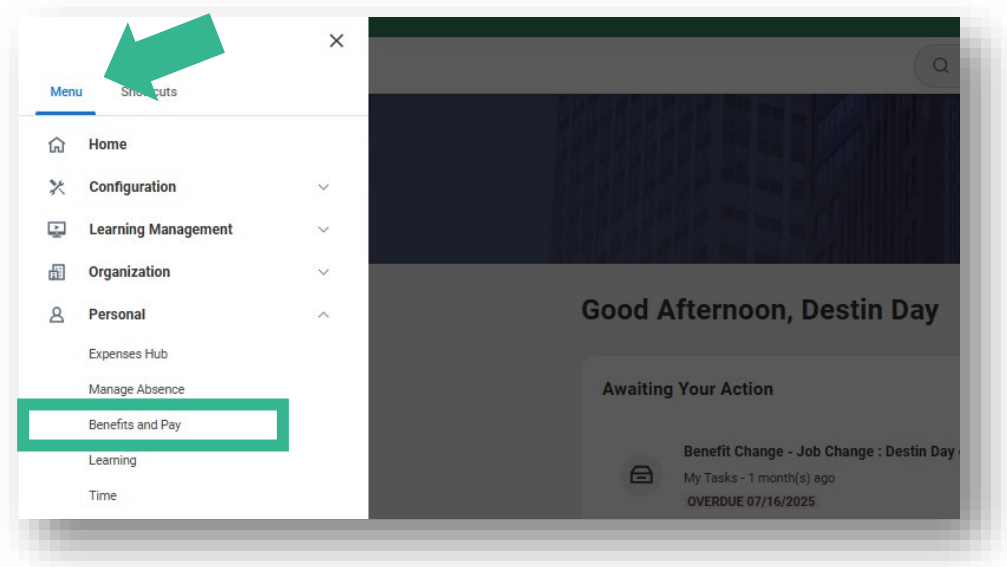


# Benefits and Tax Elections

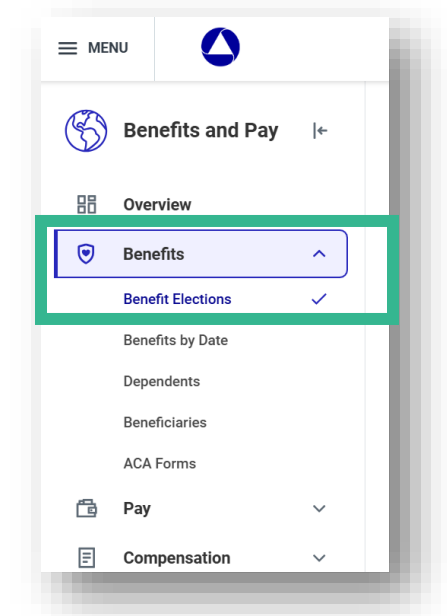
Review and update your benefits and tax elections in Workday.

## Change Benefits:

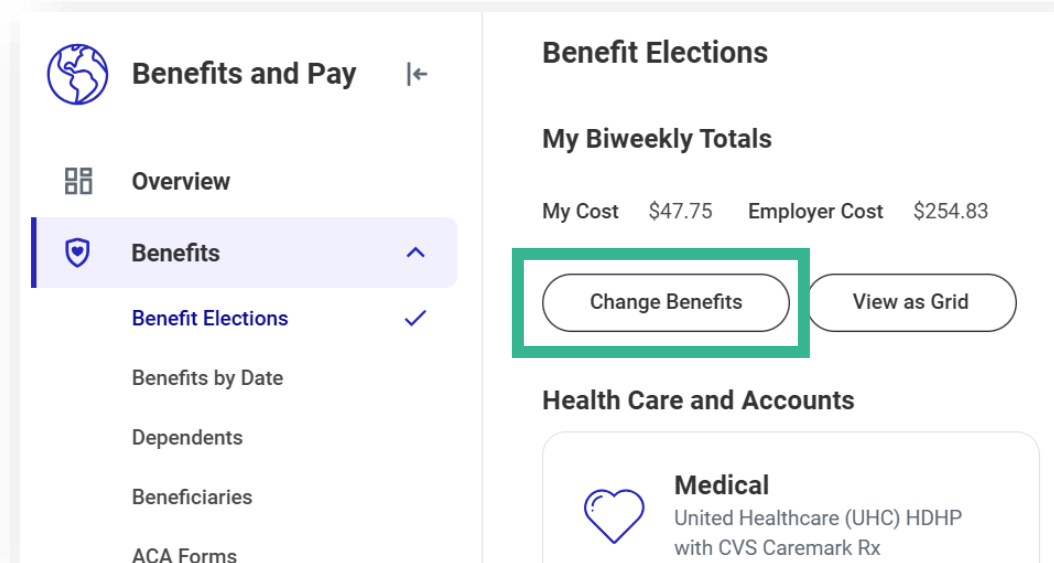
**Step 1:** Navigate to your **Workday Menu** and click **Benefits and Pay**



**Step 2:** Click **Benefits**, then **Benefits Elections**

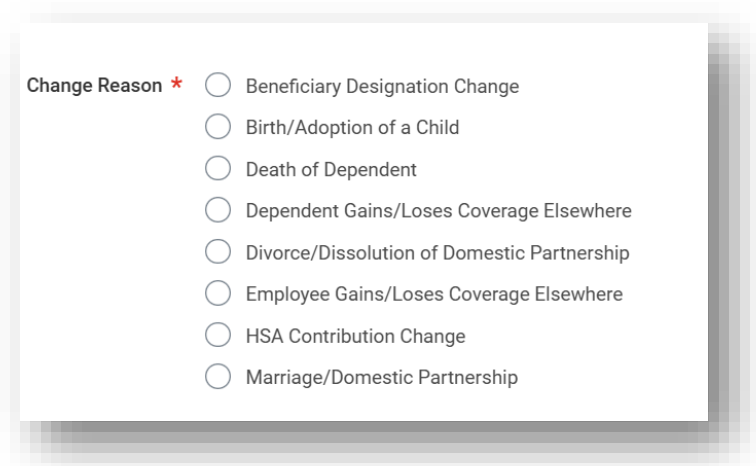


**Step 3:** To make changes, click **Change Benefits**



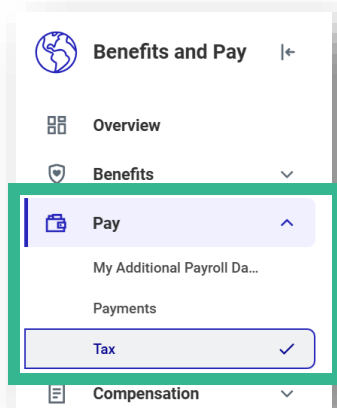
**Step 4:** Select a reason as to why you are changing benefits.

**Note:** To change benefits outside of Open Enrollment, you will need to have a *Qualified Life Event*, such as marriage, divorce, birth/adoption of child, etc. You will also need to provide documentation.

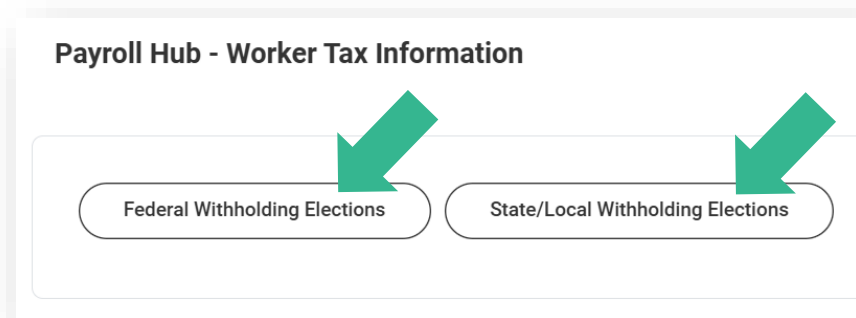


## Change Taxes:

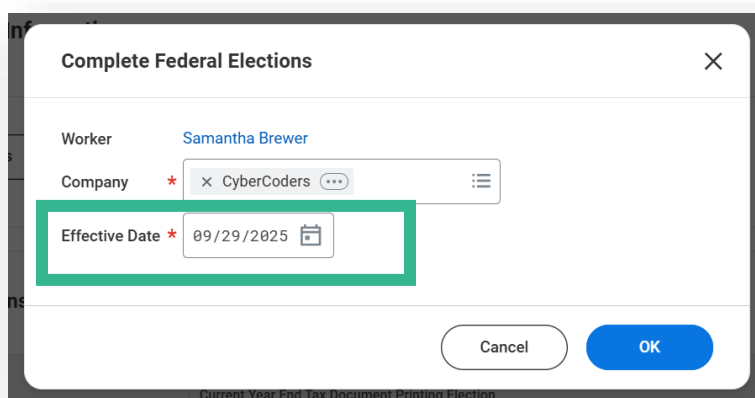
**Step 1:** From **Benefits and Pay**, click **Pay** then **Tax**



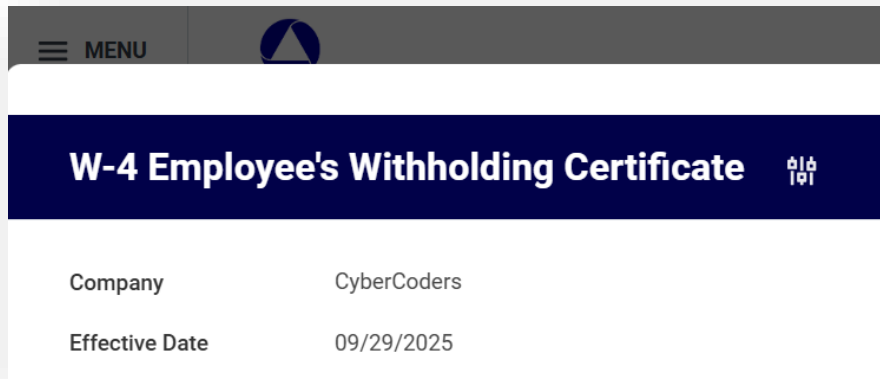
**Step 2:** To make changes, select either **Federal** or **State/Local Withholding Elections**



**Step 2:** Select the **Effective Date**



### Step 3: Complete the tax form



The screenshot shows a mobile application interface for a W-4 form. At the top, there is a dark grey header bar with a hamburger menu icon and the word "MENU" on the left, and a blue triangle logo on the right. Below the header is a white bar with a dark blue banner containing the text "W-4 Employee's Withholding Certificate" and a small icon of a document with a checkmark. The main content area is white and contains two rows of text: "Company" followed by "CyberCoders" and "Effective Date" followed by "09/29/2025".

Company	CyberCoders
Effective Date	09/29/2025

