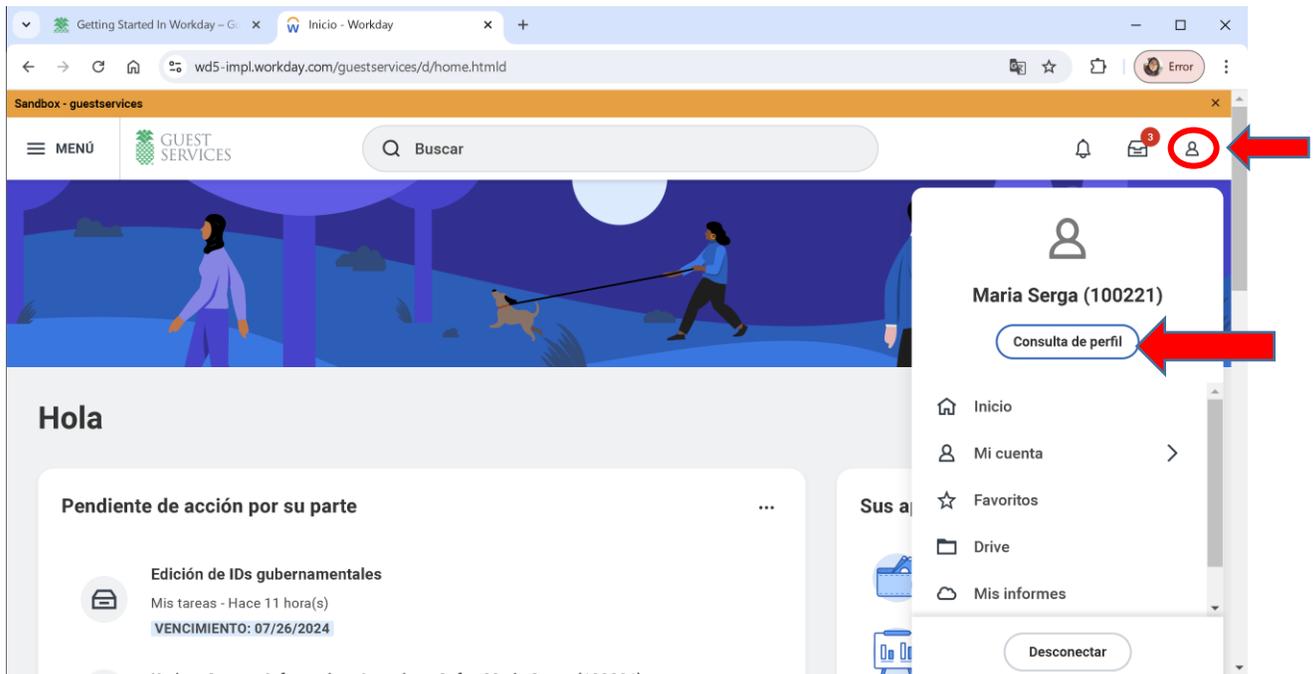
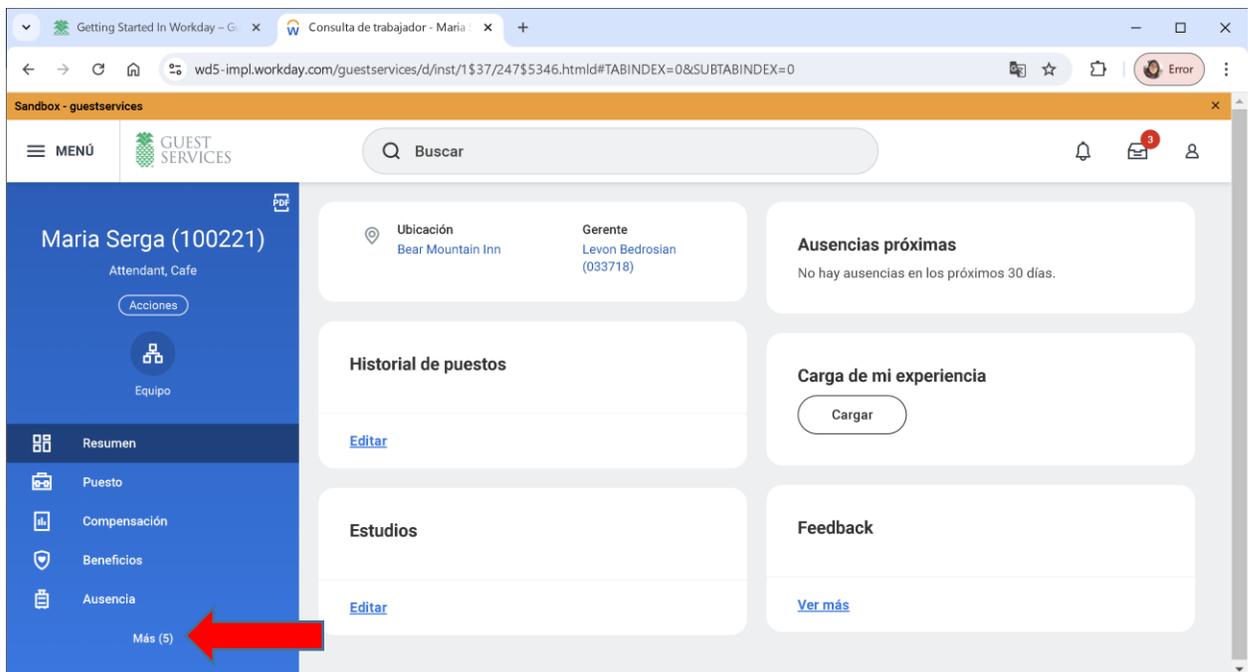


Actualizar Elecciones y Retenciones de Impuestos en el Perfil de Workday

1. Haga click en el ícono de su perfil, luego haga click en "Consulta de Perfil".



2. Haga click en "Más".



3. Haga click en "Remuneracion".

The screenshot shows the Workday interface for a worker's profile. The left sidebar menu is expanded, and a red arrow points to the 'Remuneración' (Remuneration) option. The main content area displays several informational cards: 'Ubicación' (Location) at Bear Mountain Inn, 'Gerente' (Manager) Levon Bedrosian, 'Ausencias próximas' (Upcoming absences) with a note that there are none in the next 30 days, 'Historial de puestos' (Job history) with an 'Editar' (Edit) link, 'Carga de mi experiencia' (Load my experience) with a 'Cargar' (Load) button, 'Estudios' (Education) with an 'Editar' link, and 'Feedback' with a 'Ver más' (View more) link.

4. Haga click en "Elecciones de Impuestos" para ver y actualizar los datos del W-4. Tenga en cuenta que la sección "Documentos Tributarios" se usa para ver los W-2 de años anteriores.

5. Revise sus elecciones actuales, luego haga clic en "Actualizar".

The screenshot shows the 'Elecciones de impuestos' (Tax elections) page. A red arrow points to the 'Elecciones de impuestos' tab, and another red arrow points to the 'Actualizar' (Update) button at the bottom. The 'Documentos tributarios' (Tax documents) tab is circled in red. The page displays employee information: 'Trabajador' Maria Serga (100221), 'Empresa' Guest Services Inc, and 'Estado de trabajo' New York. Under the 'Federal' section, there is a table titled 'Retención de impuestos' (2 elementos) showing two tax elections for 31/12/2019.

Elección de W-4 federal	Fecha efectiva	Estado civil	Número de desgravaciones	Cantidad adicional	Varios puestos o cónyuge trabaja	Total de importe por dependiente	Otros ingresos
Q	31/12/2019	Casado	2	0,00	No	0,00	0,00
Q	31/12/2019	Casado	2	0,00	No	0,00	0,00

6. Elija la fecha de vigencia, luego haga click en "Aceptar".

Cumplimentación de elecciones federales

Trabajador

Empresa * Guest Services Inc

Fecha efectiva * 25/07/2024

Cancelar Aceptar

7. Lea cuidadosamente cada paso y complete todos los campos requeridos.

Datos de W-4

Consultar formulario en blanco

Step 1:

Marital Status * Buscar

Complete Steps 2-4

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest

8. Haga click aquí para firmar electrónicamente el W-4.

Exempt: You had no federal income tax liability in 2023 and you expect to have no federal income tax in 2024. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

Step 5:

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, I declare that this certificate, to the best of my knowledge and belief, 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, print a paper copy of the form. The form is not valid without a signature.

I Agree *

Aceptar Cancelar

9. Haga click en "Aceptar" para completar. Repita este proceso para que tanto el Federal como cada estado aplicable, si los hay, estén actualizados.