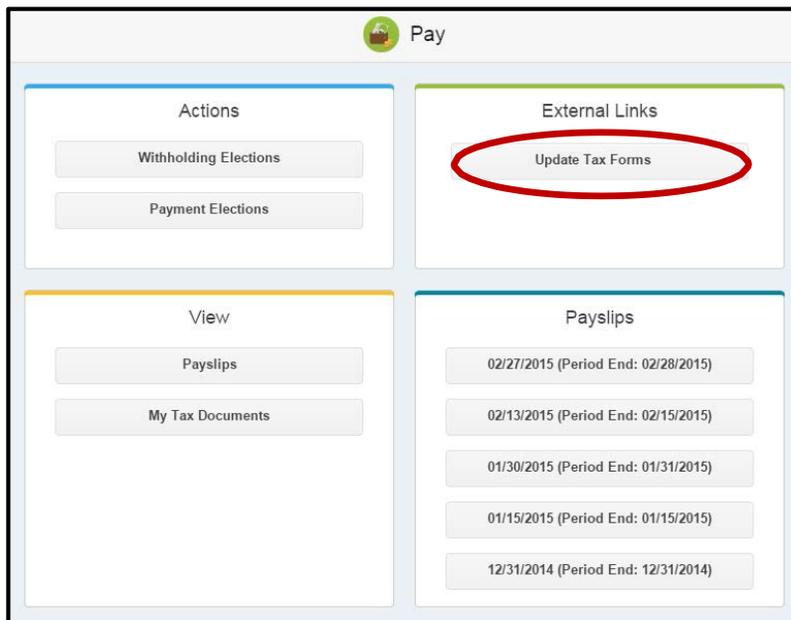




Adding Your Allowances

1. Log into Workday at <http://workday.cornell.edu>.
2. On the **Home** page, click on **Pay** icon.
3. Under **External Links** select **Update Tax Forms**.



4. 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**.

Employee Information

Please confirm your Name, SSN, DOB and Employee No. are correct and contact your employer if updates are needed.

My Information

Name

SSN [Show Details](#)

DOB .. / .. / ..

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 *All About Me* 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 Center first, then return here the following business day to complete your tax forms.

Resident Addresses

Permanent Address

Work Addresses

Work Location
377 Pine Tree Rd
Ithaca, NY 14850-2820
USA

[Continue to Forms](#)

5. **Important Note:** 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 the "[Student Center](#)".
6. On the next page click on the blue Create button.

7. 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)

8. If you wish to preview the form before updating Workday, click the green **Preview Form** button. Otherwise, click on the green **Submit to Employer** button. This form will create your W-4 in Workday.

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

Federal Forms [Return to Employee Information](#)

You have completed your Federal Form(s). Continue to the State Forms page.

[Continue](#)

10. 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 [Return to Federal Forms](#)

For the purposes of New York state filing, do you wish to claim exempt from withholding?

No Yes

EForm Prerequisite Questions ✕

For the purposes of New York state filing, do you wish to claim exempt from withholding?

No Yes

[Save](#)

11. On the next page please complete the following for your **New York State** allowance:
1. Filing Status
 2. Select the radio button for your resident location in New York.
 3. Enter the number of allowances for New York and New York City (if applicable).

New York IT-2104
Employee's Withholding Allowance Certificate [Instructions](#)

Filing Status:

Single or Head of household
 Married
 Married, but withhold at higher single rate

Note: If married but legally separated, select *Single or Head of household*.

I am a resident of:

New York City
 Yonkers
 Neither

Click this button to complete a worksheet to determine the total number of allowances you should be claiming for New York State (and Yonkers, if applicable). [Show Allowances Worksheet](#)

If you expect to itemize deductions on your state tax return, complete the itemized deductions worksheet. [Show Itemize Worksheet](#)

1. Total number of allowances you are claiming for New York State (and Yonkers if applicable).

Total number of allowances you are claiming for New York City.

12. 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 ~~add~~ 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 green **Change** button for the form you want to change and follow the prompts.

Current EForms		
Federal W-4	10/15/2015 10:51 AM	View Change
New York IT-2104	10/15/2015 11:20 AM	View Change

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.paperlessemployee.com to the allowable sites in your Pop-Up blocker setting from the Tools menu option on your Internet Explorer browser.