Adding Your Allowances

1. Log into Workday at [http://workday.cornell.edu](http://workday.cornell.edu).
2. On the Home page, click on Pay icon.

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.
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.

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.

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).

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 create 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.

<table>
<thead>
<tr>
<th>Current EForms</th>
<th>Date/Time</th>
<th>View</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal W-4</td>
<td>10/15/2015 10:51 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New York IT-2104</td>
<td>10/15/2015 11:20 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 your Pop-Up blocker settings.