Managing your Withholding Elections (W-4)

This Kean Workday MyGuide is intended for the following users:

All Kean University Employees
Managing your Tax Withholding Elections via the Pay Worklet

Step 1

From the home page, navigate to the Pay Worklet. The Worklet will open a new dashboard from which you can access your specific information. If you do not see this Worklet, click View All Apps.

**Note that not all homepages are the same, therefore your icon may not be in any particular location. The icon you are looking for says “Pay”**.
Step 2

Once you click “Pay”, a dashboard will open containing two sections “Action’ and “View”.

Click on Withholding Elections option under the Actions header.

**Note that not all dashboards are the same, you may have more or less than the options show.

Withholding Elections

Here is Keanu Cougar’s view from the Withholding Elections screen.

**Federal Elections:** This tab will contain information regarding your Federal Tax Elections.

**State Elections:** This tab will contain information regarding your State Tax Elections.

**Note: The Local Elections and Tax Allocation Tabs are not used.**
Making Changes to your Federal Withholding Elections

**Step 1**

In the Federal Elections tab, click Update at the bottom.

**Step 2**

View or change the effective date you wish to make the updates, then click OK on the next screen.

**Note:** This action cannot be backdated.
Step 3

You will be able to make changes to your Federal Withholdings on the following screen.

Please make sure to check off the “I Agree” box at the bottom of the page, before clicking Submit to save changes.
Making Changes to your State Withholding Elections

Step 1

Click on the State Elections tab and click Update at the bottom of the screen.

Step 2

View or change the effective date you wish to make the updates, then click OK on the next screen.

**Note: This action cannot be backdated.**
Step 3

Complete State and Local Withholding Elections

Make your changes on the following screen. Don’t forget to click the “I Agree” box before Submitting your changes.

Once the changes are submitted you will be all done!

For Tax Withholdings and Deductions related questions you may reach out to our Payroll Team via email at payroll@kean.edu

Please note that we cannot give advice on how to complete a W-4. You will need to consult a tax professional to determine the most appropriate selections for your personal situation.