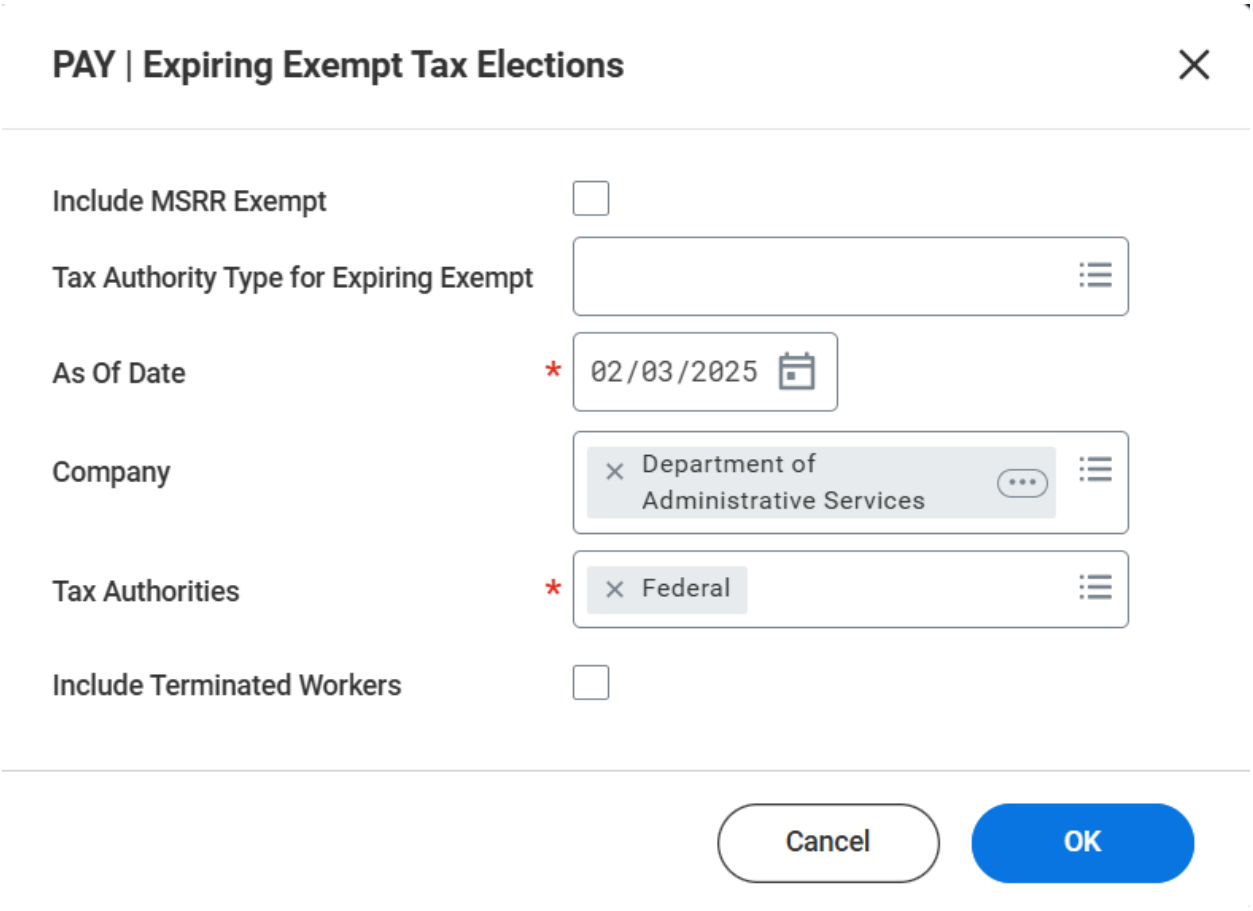
Expiring Federal Tax Elections Report for Exempt Workers

Step 1: Search for the "Pay | Expiring Exempt Tax Elections" report in Workday

- **Report:** Pay | Expiring Exempt Tax Elections
- **Include MSRR Exempt:** (Leave blank)
- **Tax Authority Type for Expiring Exempt:** (Leave blank)
- **As of Date:** Today's date
- **Company:** (Your Agency)
- **Tax Authorities:** Federal
- **Include Terminated Workers:** (Leave unchecked)
- **Select:** "OK" to run the report

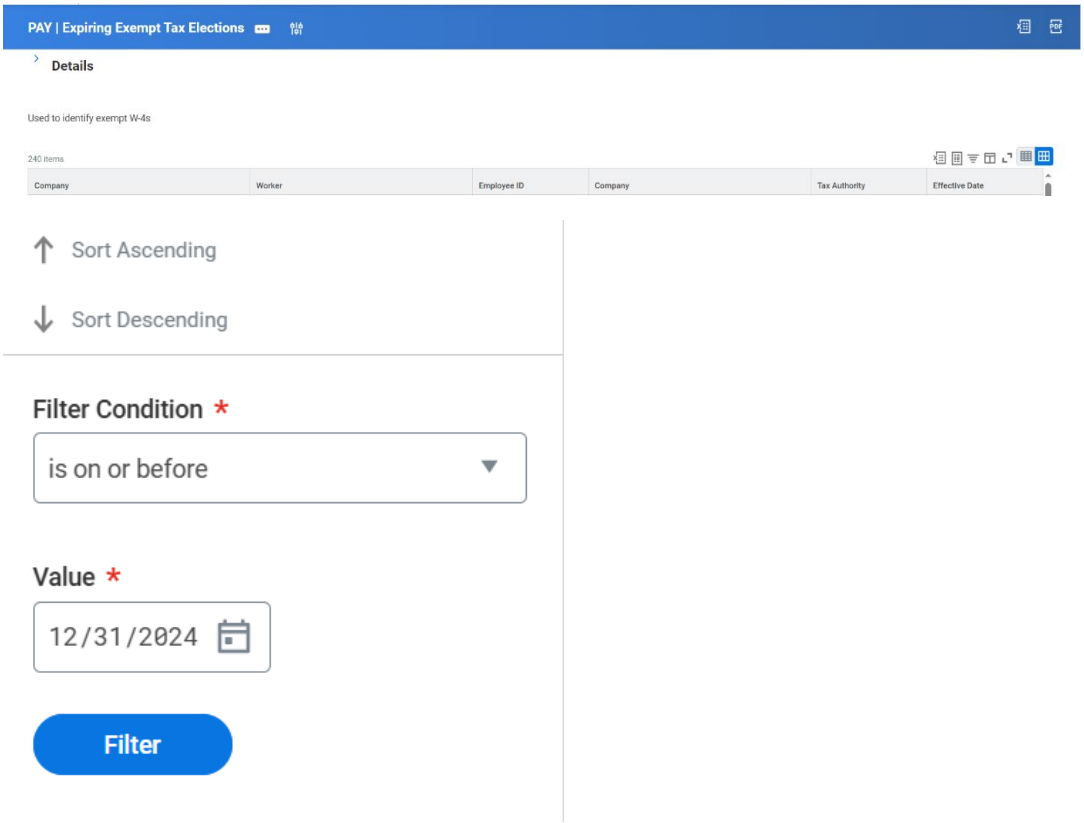


Step 2: On the report, filter the “Effective Date” column

Filter Condition: is on or before

Value: 12/31/24

Select: “Filter”



Step 3: Once filtered you will see every employee that needs to update their Federal W-4 exempt status by Feb. 17, 2025. Failure to do so will result in an automatic change to the default of Single.