## **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

## **PAY | Expiring Exempt Tax Elections**

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Include MSRR Exempt				
Tax Authority Type for Expiring Exempt	t		≡]	
As Of Date	*	02/03/2025 🖬		
Company		× Department of Administrative Services		
Tax Authorities	*	× Federal		
Include Terminated Workers				

Step 2: On the report, filter the "Effective Date" column

Filter Condition: is on or before

Value: 12/31/24

Select: "Filter"

PAY   Expiring Exempt Tax Elections	aan (6)				A &
Details					
Used to identify exempt W-4s					
240 Items					a 🖩 📼 🖬 🛄 🎟
Company	Worker	Employee ID	Company	Tax Authority	Effective Date
↑ Sort Ascending					
↓ Sort Descending					
Filter Condition *					
is on or before		•			
Value *					
12/31/2024 🖬					
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.