

## **How to Complete your W-4 Form & Direct Deposit Form**

After you receive your “Welcome to Workday!” email, you will be able to access and fill out your W4 (Federal Tax Withholding Elections task in Workday) and Direct Deposit (Payment Elections in Workday).

While you can access and complete these tasks before you start, it is recommended that you go back and review both of these elections on your first day of employment.

**Please complete these tasks as soon as possible on your start date, or by the end of your first week of work at the very latest. If you do not, you may experience delays receiving your paycheck!**

### **How to Complete your W-4 (Federal and State Tax Withholdings Elections task) in Workday**

- Go to search bar on dashboard, type “W4”, select the below tasks.

#### [Complete Federal Withholding Elections](#)

Task

- Enter your name in the **Worker** field.
- Select the Effective Date.
  - **NOTE:** The effective date must be the current date or your start date.
- Click **OK**.
- Select your **Marital Status**.
- Complete the rest of the form as applicable.
- Select the **I Agree** checkbox.
- Click **OK**.

#### [Complete State and Local Withholding Elections](#)

Task

**Note:** Worker, Company, Effective Date, State and Withholding Form Type are automatically filled in when completing State and Local Withholding Elections

- Click **OK**.
- Complete the rest of the form as applicable.
- Select the **I Agree** checkbox.
- Click **OK**.

### **How to Set up Your Direct Deposit (Payment Elections task) in Workday**

- Go to search bar on dashboard, type in “Direct Deposit” and click on this task:

#### [Add Payment Elections](#)

- Click **Add**.
- Confirm *Direct Deposit* in the **Expense Payments** field.
- Select *Direct Deposit* in the **USA Payroll Payment** field.
- Select **Account Type**.
- Enter **Routing Transit Number**.
  - **NOTE:** Account information must be associated with a bank in the U.S. or Puerto Rico.
- Enter **Account Number**.
- Enter **Bank Name**.
- Click **OK**.
  - **NOTE:** This account will default for expenses and payroll payments.

### **Additional Information:**

- If you do not set up your Direct Deposit in time, you will receive funds via a Focus Card, which is a pre-loaded card mailed to your home address listed in your Workday worker profile.
  - *For many students, the home address listed is often their permanent address (not their campus mailing address). Note that this can further delay payment.*
  - *The card will arrive in a plain white envelope, please check any “junk” mail before discarding.*

# Payroll Information

*Student Employee Pay Schedule For 2025-2026*

<u>Pay Period</u>	<u>Pay Period Worked</u>			<u>Pay Date</u>
17	7/27/2025	to	8/09/2025	August 21, 2025
18	8/10/2025	to	8/23/2025	September 4, 20245
19	8/24/2025	to	9/6/2024	September 18, 2025
20	9/7/2025	to	9/20/2025	October 2, 2025
21	9/21/2025	to	10/4/2025	October 16, 2025
22	10/5/2025	to	10/18/2025	October 30, 2025
23	10/19/2025	to	11/1/2025	November 13, 2025
24	11/2/2025	to	11/15/2025	November 26, 2025
25	11/16/2025	to	11/29/2025	December 11, 2025
26	11/30/2025	to	12/13/2025	December 24, 2025
1	12/14/2025	to	12/27/2025	January 8, 2026
2	12/28/2025	to	1/10/2026	January 22, 2026
3	1/11/2026	to	1/24/2026	February 5, 2026
4	1/25/2026	to	2/7/2026	February 19, 2026
5	2/8/2026	to	2/21/2026	March 5, 2026
6	2/22/2026	to	3/7/2025	March 19, 2026
7	3/8/2026	to	3/21/2026	April 2, 2026
8	3/22/2026	to	4/4/2026	April 16, 2026
9	4/5/2026	to	4/18/2026	April 30, 2026
10	4/19/2026	to	5/2/2026	May 14, 2026
11	5/3/2026	to	5/16/2026	May 28, 2026
12	5/17/2026	to	5/30/2026	June 11, 2026
13	5/31/2026	to	6/13/2026	June 25, 2026
14	6/14/2026	to	6/27/2026	July 9, 2026
15	6/28/2026	to	7/11/2026	July 23, 2026
16	7/12/2026	to	7/25/2026	August 6, 2026
17	7/26/2026	to	8/8/2026	August 20, 2026
18	8/9/2026	to	8/22/2026	September 3, 2026

If you have questions about your pay, please contact your supervisor or the Housing Payroll Office  
at 608-262-2308 or payroll@housing.wisc.edu