

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 2026-2027

<u>Pay Period</u>	<u>Pay Period Worked</u>		<u>Pay Date</u>
17	7/26/2026	to 8/8/2026	August 20, 2026
18	8/9/2026	to 8/22/2026	September 3, 2026
19	8/23/2026	to 9/5/2026	September 17, 2026
20	9/6/2026	to 9/19/2026	October 1, 2026
21	9/20/2026	to 10/3/2026	October 15, 2026
22	10/4/2026	to 10/17/2026	October 29, 2026
23	10/18/2026	to 10/31/2026	November 12, 2026
24	11/1/2026	to 11/14/2026	November 25, 2026
25	11/15/2026	to 11/28/2026	December 10, 2026
26	11/29/2026	to 12/12/2026	December 24, 2026
1	12/13/2026	to 12/26/2026	January 7, 2027
2	12/27/2026	to 1/9/2027	January 21, 2027
3	1/10/2027	to 1/23/2027	February 4, 2027
4	1/24/2027	to 2/6/2027	February 18, 2027
5	2/7/2027	to 2/20/2027	March 4, 2027
6	2/21/2027	to 3/6/2027	March 18, 2027
7	3/7/2027	to 3/20/2027	April 1, 2027
8	3/21/2027	to 4/3/2027	April 15, 2027
9	4/4/2027	to 4/17/2027	April 29, 2027
10	4/18/2027	to 5/1/2027	May 13, 2027
11	5/2/2027	to 5/15/2027	May 27, 2027
12	5/16/2027	to 5/29/2027	June 10, 2027
13	5/30/2027	to 6/12/2027	June 24, 2027
14	6/13/2027	to 6/26/2027	July 8, 2027
15	6/27/2027	to 7/10/2027	July 22, 2027
16	7/11/2027	to 7/24/2027	August 5, 2027
17	7/25/2027	to 8/7/2027	August 19, 2027
18	8/8/2027	to 8/21/2027	September 2, 2027

If you have questions about your pay, please contact your supervisor or LinkUW at 608-262-8100 or help.linkuw@wisc.edu