

## **Bramble, Tracey**

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**From:** WorkDay, DOT [DOT]  
**Sent:** Tuesday, November 5, 2019 6:05 PM  
**To:** DOT-AG-SUPV-GL; DOT-Secretary1; DOT-Secretary2  
**Subject:** Workday update: W-4 form issue

All new or returning employees will have a series of messages in their Workday inbox once they begin the onboarding process. It's come to our attention that when some employees attempt to complete one of the last steps in the onboarding process, Complete State and Local Withholding Elections (Iowa W-4 form), Workday is stopping them from completing this form.

At this time, this step may need to be accomplished on a device that is connected to the Iowa DOT network. We have filed a support case with Workday; but, until this is resolved, please let your new/returning hires know that if they get the error on the State W-4, they can complete all OTHER steps in the onboarding process EXCEPT the "Complete State and Local Withholding" (W-4) from any device and location.

These new or returning employees should keep the message titled "Complete State Tax Election for Onboarding" in their Workday Inbox until they can complete the State of Iowa W-4 Withholding Elections from a device ON the DOT network.

When your employees are on-site, once you are logged in to the DOT network, click the following link from your machine and have the employee sign in to Workday with their UserName and Password so they can complete their State and Local Withholding Elections.

<https://wd5.myworkday.com/wday/authgwy/iowadot/login.html?redirect=n>

*The Workday Team*

