

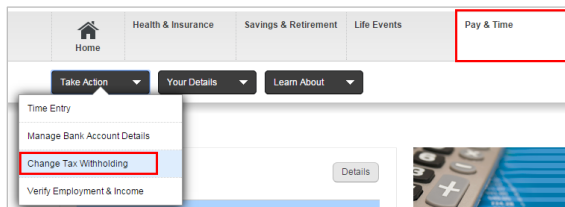


## Quick Reference: Colleague Self-Service

### Update Tax Withholding Elections (U.S. and Canada only)

The Tax Withholding Elections flow describes the process for updating federal tax withholding elections, for both active and inactive colleagues (with access to UPoint/Workday).

1. From your UPoint home page, go to the **Pay & Time** landing page.
2. Click the **Take Action** dropdown and select **Change Tax Withholding** to launch Workday.



3. On the **Withholding Elections** page, click **Complete Federal Withholding Elections for Aon Service Corporation**.

A screenshot of the 'Withholding Elections' page. The page has a title 'Withholding Elections' and a subtitle 'Update Federal, State, and Local Elections'. There are three tabs: 'Federal Elections' (selected), 'State Elections', and 'Local Elections'. Below the tabs, the company is listed as 'Aon Service Corporation'. The page displays various fields: 'Effective Date' (01/02/2014), 'Lock In Letter', 'Payroll Withholding Status' (Single), 'Number of Allowances' (1), 'Additional Amount' (0.00), 'Exempt', 'Nonresident Alien', 'Last Name Differs from SS', 'Last Updated' (08/25/2014), and 'Last Updated By' (empty). At the bottom, there is a button labeled 'Complete Federal Withholding Elections for Aon Service Corporation' which is highlighted with a red box.

4. The Withholding Elections page refreshes to allow entry of the effective date. Enter the date and click **OK**.

- On the **W-4 Employee's Withholding Allowance Certificate** page, enter the appropriate information or changes to your W-4 (required fields marked with an asterisk).

- Click **OK** then **Done**.

If the colleague is not active /or does not have access to Workday, he/she can contact Aon HR Service Center for assistance.

For colleagues in Canada, Workday does not support Provincial Tax Withholding Election details. The colleague should complete the Provincial Tax Form (available on UPoint) and provide that to Aon BPO Payroll via the fax number listed on UPoint.

### Additional Support

If you require additional support, go to the **UPoint Contact Us** page and select the category that matches your question(s). You will also see options to contact the Aon HR Service Center.