
IMPORTANT PAYROLL NOTICES

For those employees who are currently enrolled in direct deposit – You may view your December 30, 2011 pay information while on holiday - **please use your Leo online access (PIN required) at:** <https://www.leoonline@odu.edu>

For those employees receiving checks (not currently enrolled in direct deposit) - The Payroll Office will be closed for the holidays Friday, December 23, 2011 through Tuesday, January 2, 2012 and will not be available to distribute paychecks on payday, December 30, 2011. All paychecks for the December 30th payday will be distributed to departments in campus mail on Tuesday, January 3, 2012.

If you do not wish to wait until January 3rd to receive your paycheck, you have two choices:

- (1) Complete an Employee Payroll Direct Deposit Authorization form and return it to the Payroll Office no later than Tuesday, December 6th to ensure that your December 30th paycheck will be direct deposited into your bank account. The form is on the Office of Finance web site www.odu.edu/finance (look for the **Employee Payroll Direct Deposit Authorization Form** under Faculty/Staff Forms).
- (2) Provide a self-addressed, stamped envelope (6 1/2 x 9 1/2), with two stamps to the Payroll Office no later than December 15, 2011.

FEDERAL AND STATE TAX EXEMPT INFORMATION FOR 2012

If you are claiming exempt status for federal or state income tax withholding in calendar year 2011, Internal Revenue service and Commonwealth of Virginia tax regulations require submission of a new W-4 or VA-4 form to continue the exemption for the **2012** calendar year. **EXEMPT STATUS MEANS NO FEDERAL AND/OR STATE TAXES ARE WITHHELD FROM YOUR PAYCHECK.**

To renew your tax exempt status for 2012, you must submit a 2012 W-4 and/or VA-4 to the **Payroll Office in Rollins Hall** no later than **January 31, 2012**. If you claimed "exempt" for either Federal or State withholding and the Payroll Office does not receive new 2012 W-4 or VA-4 (as applicable) forms by January 31, 2012, your federal and state withholding status will be changed to reflect "Single-0" and you will be taxed at the single tax rate, with zero exemptions. Refunds for excess tax withholding may be obtained when you file your 2012 income tax returns only. Please indicate the calendar year for the tax exempt status (i.e., calendar year 2011 or calendar year 2012) on the W-4 or VA-4.

You may want to file an amended W-4 form if your tax filing status or exemption allowances have changed since your last filing. If you have questions about completing the W-4 or VA-4 forms, please contact Lisa Hecker in the Payroll Office at 683-3193.

EARNED INCOME CREDIT

If you are eligible for Earned Income Credit in 2011, you must claim the credit on your personal income tax return for **2011**.

W-2 REMINDER

Electronic receipt of W2's will be available for CY 2011 for all Active Employees on or before January 31, 2012. You must use Leo Online and give us your consent to receive your Tax form electronically. Go to Leo online. From the Main Menu, select (1) Employee (2) Tax Forms (3) Electronic W2 Consent (4) Then under Selection Criteria you will see a box with the words "My Choice" above it. Click the box (5) then click submit. You will NOT receive a confirmation message – if the box is checked after you click submit, you have consented. **If you have already consented to receive your W2 electronically, please do not resubmit.**

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or if this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing the site and unchecking the box to revoke consent, or providing written notification to either Human Resources or the Payroll office.

W-2 forms for those who do not consent to receive electronic W-2 forms and for terminated employees will be mailed to the home address on file on or before January 31, 2012.