

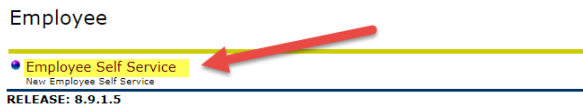
Quick Reference Guide:

Updating Federal W-4 Withholding Elections in Employee Self-Service

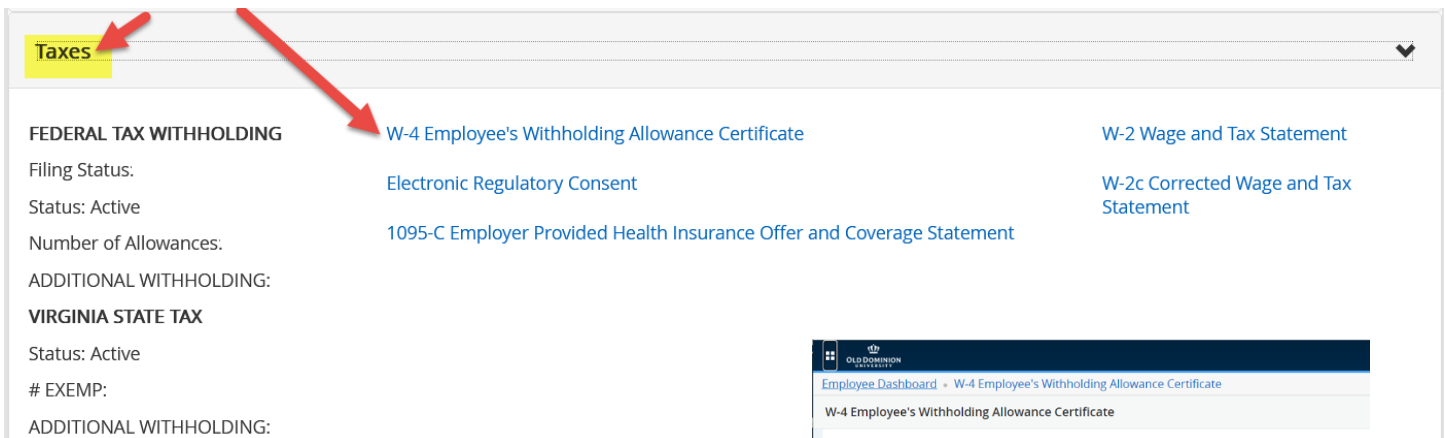


PLEASE NOTE: NON-RESIDENT ALIENS SHOULD CONTINUE TO CONTACT THE OFFICE OF VISA & IMMIGRATION SERVICE ADVISING AT: intlstu@odu.edu TO UPDATE THEIR FEDERAL W-4 ELECTIONS!

1. Access LeoOnline at: <http://www.leoonline.odu.edu> or via the QR code above.
2. Upon entering into the system, select the **Enter LeoOnline News and Secure Area** link at the top of the page list, then scroll to the bottom of the page and click **Enter Secure Area**.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the Banner Self-Service portal.
4. From the Main Menu page, click **Employee**, then **Employee Self Service** to open the Employee Dashboard (see below):

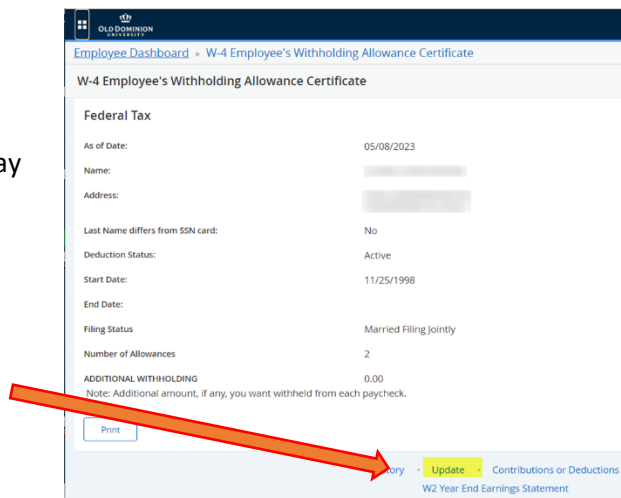


5. To update your W4 withholding information, select the **Tax** dropdown menu, then select the **W-4 Employee's Withholding Allowance Certificate** link.



After doing so, the W-4 allowance certificate will display your current federal tax withholding information. See *image*.

6. To change your withholding information, click the **Update** option located at the bottom of the screen.



Quick Reference Guide: Updating Federal W-4 Withholding Elections in Employee Self-Service

7. From here, click **Form W-4** to see the IRS W-4 Form for reference and to review the IRS instructions prior to making your changes in Banner Self-Service. After your review is complete, enter any withholding updates on the *Update W-4 Form*.

PLEASE NOTE: If you decide to return to your original withholdings for any reason after updating your tax information, you can click **Restore Original Values** to return to these previous withholding elections, and your changes will not be saved.

The screenshot shows the 'Update W-4' form with the following visible sections:

- Federal Tax:** Deduction Effective as of: 05/25/2023. Includes a checkbox for 'if your last name differs from that shown on your Social Security Card, check here.' and a note to 'See Form W-4 instructions.' Effective Date of Change: MM/DD/YYYY: 05/25/2023.
- Filing Status:** A dropdown menu currently set to 'Active'.
- Step 1(c): Enter Personal Information:** Filing Status: A dropdown menu.
- Step 2: Multiple Jobs or Spouse Works:** Includes instructions for claiming exemption from withholding and a checkbox for 'I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.' (Last year I had no tax liability and * This year I expect to have no tax liability, if you meet both conditions, select "Exempt" in Deduction Status field.)
- Step 3: Claim Dependents:** Includes instructions for claiming dependents and input fields for the number of qualifying children and other dependents.
- Step 4 (Optional): Other Adjustments:** Includes instructions for reporting other income and deductions.
- Nonresident Alien:** A checkbox for 'Nonresident Alien'.
- Buttons:** 'Certify Changes' and 'Restore Original Values' (highlighted with a red arrow).

8. If you are satisfied with your updated selections and wish to proceed, click **Certify Changes** to save your information, then click **OK** when prompted via the pop-up box to acknowledge your accuracy of your updates and to submit your W-4 Certificate to the ODU Payroll Department.

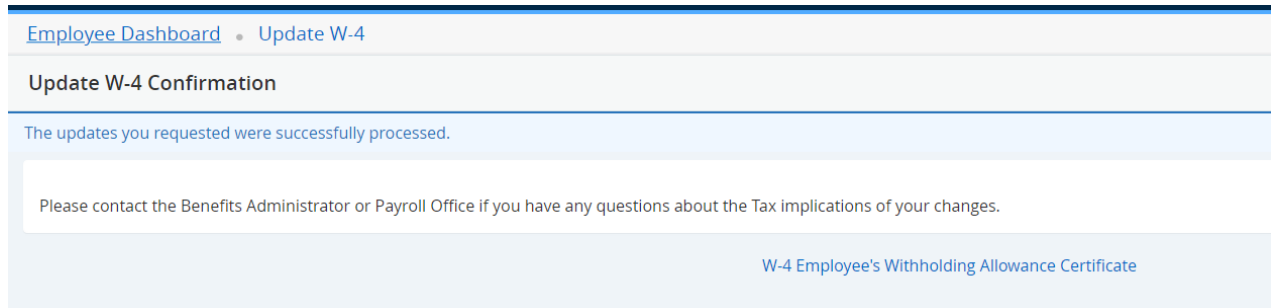
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Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.


(A red arrow points to the 'OK' button.)

Quick Reference Guide: **Updating Federal W-4 Withholding Elections in Employee Self-Service**

9. You have successfully updated your W-4 withholding once the message below appears:



If you have any questions about this process, we are here to help. Please contact our ODU Payroll Department at any time. Contact details may be found below, or by scanning the QR code next to each contact's details.

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>	<u>QR Code</u>
Emily Herrera	Payroll Processing Supervisor	(757) 683-5726	E1herrer@odu.edu	
Anitra Hilliard	Assistant Payroll Manager	(757) 683-4337	Ahilliar@odu.edu	