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 & MMIGRATION SERVICE ADVISING AT: <u>intlstu@odu.edu</u> TO UPDATE THEIR FEDERAL W-4 ELECTIONS!

- 1. Access LeoOnline at: <u>http://www.leoonline.odu.edu</u> 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*):

mployee	
Employee Self Service	

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

Taxes				~	
	AL TAX WITHHOLDING	W-4 Employee's Withholding Allowance Certificate		W-2 Wage and Tax Statement	
Filing S Status:		Electronic Regulatory Consent		W-2c Corrected Wage and Tax Statement	
	er of Allowances.	1095-C Employer Provided Health Insurance Offer	and Coverage Statement	Statement	
ADDITI	ONAL WITHHOLDING:				
VIRGIN	IIA STATE TAX				
Status:	Active				
# EXEN	IP:		Employee Dashboard + W-4 Employee's Withholding Allowance Certificate		
ADDITI	ONAL WITHHOLDING:		W-4 Employee's Withholding Allowance Certificate		
			Federal Tax		
	After doing so, the W-4 allowance certificate will display your current federal tax withholding information. <i>See image.</i>		As of Date: Name:	05/08/2023	
			Address:		
			Last Name differs from SSN card:	No	
intuge.			Deduction Status:	Active	
			Start Date:	11/25/1998	
			End Date:		
			Filing Status	Married Filing Jointly	
C	To change your withholding information, click the	Number of Allowances ADDITIONAL WITHHOLDING	2		
6.			Note: Additional amount, if any, you want withheld from each paycheck.		
	Update option loc	cated at the bottom of the screen.	Print		
				tory - Update - Contributions or Deductions W2 Year End Earnings Statement	

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*.

	CLa Downson			• 4		
	Employee.Dashboard + Update W-4					
	Update W-4					
	Review Form W-4 for required information on OK in the pop up window. If the delete option is as	ed to certify those changes by clicking on Certify Changes and then clicking on ed.				
	* - Indicates a required field.					
	Federal Tax					
	Deduction Effective as of:	05/25/2023				
	If your last name differs from that shown on your Social Security Card, check here.					
	Note: See Form W-4 instructions.					
	Effective Date of Change MM/DD/YYYY: *	05/25/2023				
PLEASE NOTE: If you decide to	Note: Effective Date must be after 05/24/2023 th					
eturn to your original	I claim exemption from withholding for the tax year s * Last year I had no tax lobility and * This year I expect to have no tax lability. If you mee					
withholdings for any reason	Deduction Statur: *	Active	v			
	Step 1(c): Enter Personal Information					
after updating your tax	Filing Status: *		¥			
nformation, you can click	Filing Statuses are Single, Married Filing Separately, Ma home for yourself and a qualifying individual.)	erried filling jointly (select this option i	f Qualifying widow(er)), Head of Household (ielect only if you're unmarried and pay more than half the costs of keeping up a		
Restore Original Values to	Complete Brage 2.4 DRA V.E May upply to yold; otherwise, skip to Certify Changes, the page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at who is humple place or Sponse Works. Complete this steps (from (1) with (1) withhold more than one yob at a time, or (2) are married fring pirity and your apscure also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one the following. (4) Use the estimater at www.sn.gov/www.pp for most excurate withholding for this step joind Steps 3.4; or (4) Use the estimater at www.sn.gov/excurpt and your apscure above withholding or (4) Use the estimater at www.sn.gov/excurpt are the result in Step (2) below for roughly accurate withholding or (4) Use the estimater at www.sn.gov/excert the step is and steps (2) below for roughly accurate withholding or (4) Use the estimater at www.sn.gov/excert the step steps (2) below for roughly accurate withholding or (5) Use the estimater at water the rough at which with the step rough Steps (2) below for roughly accurate withholding for (5) Use the estimater at water at the rough stand steps (2) below for roughly accurate withholding or (5) Use the estimater at water the rough stand steps are atter the result in Step (2) below for roughly accurate withholding or (5) Use the estimater at water the rough stand steps are atter the result in Step (2) below for roughly accurate withholding or (5) Use the steps (2) below (2) to steps (2) more than the roughly accurate withholding or (6) Use the steps (2) below (2) more star (2) below for the rough (2). The step (2) with similar page otherwise, more tax than necessary may be withheld.					
eturn to these previous						
withholding elections, and your	Step 2C Indicator					
changes will not be saved.	TIP. To be accurate, submit a Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.					
	Complete Steps 3-4(b) on Form W-4 for only ONE of the Step 3: Claim Dependents If your total income will be \$200,000 or less (\$400,000 r		he other jobs. (Your withholding will be most	accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)		
	Multiply the number of qualifying children under age 1	17 by \$2,000				
	Multiply the number of other dependents by \$500					
	Add the ormunes above and televisie target been					
	Step 4 (optional): Other Adjustments					
	(a) Other income (not from jobs). If you want tax withh amount of other income here. This may include interest	eld for other income you expect this y R, dividends, and retirement income	ear that won't have withholding, enter the			
	(b) Deductions. If you expect to claim deductions other Deductions Worksheet on page 3 and enter the result f	than the standard deduction and war here	il to reduce your withholding, use the			
	(c) Extra withhelding. Enter any additional tax you wan	t withheld each pay period				
	Norvesident alien: If you're a norvesident alien, see Notice 1392, Supplem	ental Form W-4 Instructions for Nonre	sident Aliens, before completing this form.			
	Norvesident Alien					
	Cently Changes Restore Original Varues	-				
		W-4 Em	sloyer's Withholding Allowance Certificat	e		

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.

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



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:

Employee Dashboard 🔹 Update W-4
Update W-4 Confirmation
The updates you requested were successfully processed.
Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

W-4 Employee's Withholding Allowance Certificate

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.

Name	<u>Title</u>	Phone	Email	<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	