
**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](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):

![Employee Dashboard](image)

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

![W-4 Employee’s Withholding Allowance Certificate](image)

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.

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.
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>QR Code</th>
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<tbody>
<tr>
<td>Emily Herrera</td>
<td>Payroll Processing Supervisor</td>
<td>(757) 683-5726</td>
<td><a href="mailto:E1herrer@odu.edu">E1herrer@odu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Anitra Hilliard</td>
<td>Assistant Payroll Manager</td>
<td>(757) 683-4337</td>
<td><a href="mailto:Ahilliard@odu.edu">Ahilliard@odu.edu</a></td>
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