

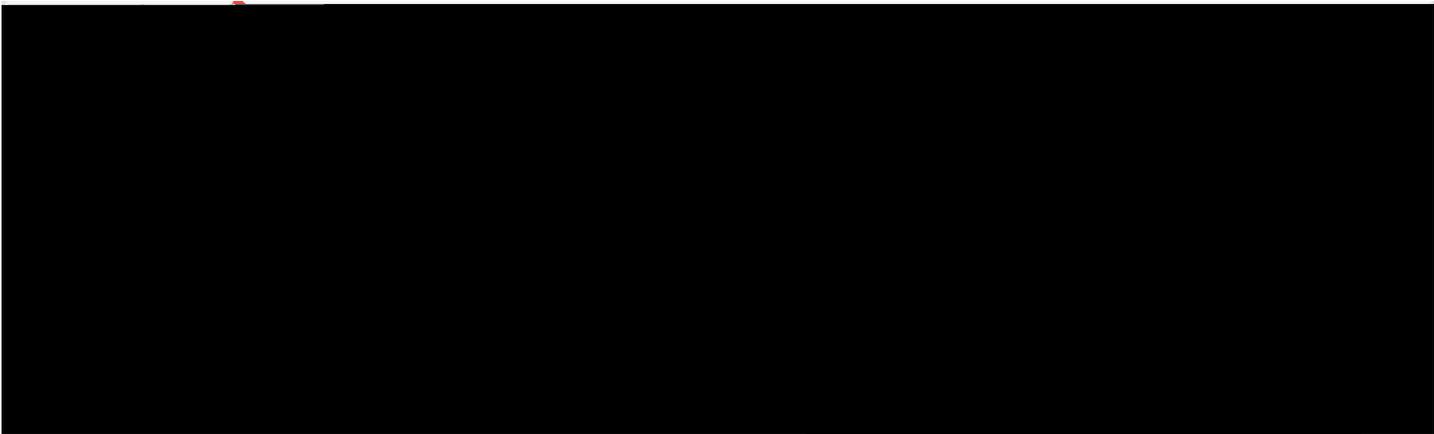


**: NON-RESIDENT ALIENS SHOULD CONTINUE TO CONTACT THE OFFICE OF VISA & IMMIGRATION SERVICE ADVISING AT: [intlstu@odu.edu](mailto:intlstu@odu.edu) TO UPDATE THEIR FEDERAL W-4 ELECTIONS!**

1. Access LeoOnline at: <http://www.leoonline.odu.edu> or via the QR code above.
2. Upon entering into the system, select the [Employee](#) link at the top of the page list, then scroll to the bottom of the page and click [Employee Self-Service](#).
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 Self-Service](#), then [Employee Self-Service](#) to open the Employee Dashboard (see below):



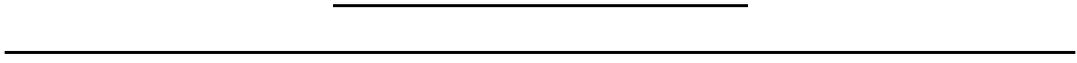
5. To update your W4 withholding information, select the [W-4](#) dropdown menu, then select the [Update W-4](#) link.



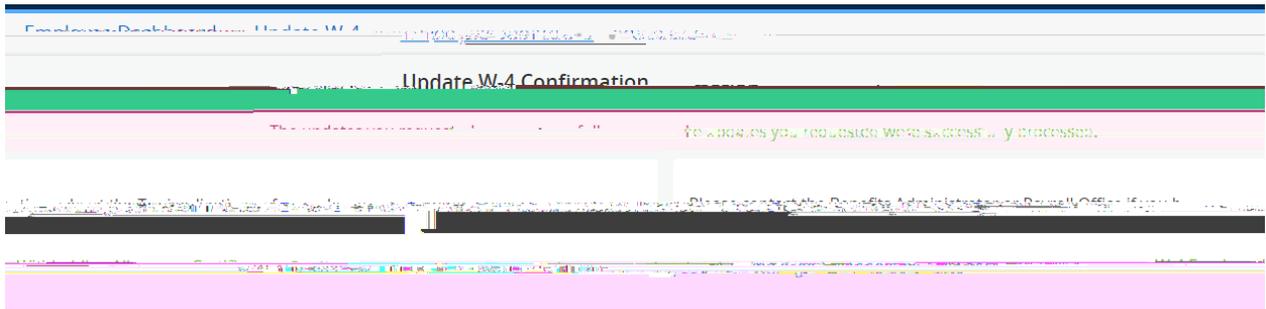
After doing so, the W-4 allowance certificate will display your current federal tax withholding information. See [image](#).

6. To change your withholding information, click the [Update W-4](#) option located at the bottom of the screen.





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.

Emily Herrera	Payroll Processing Supervisor	(757) 683-5726	<a href="mailto:E1herrer@odu.edu">E1herrer@odu.edu</a>	
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