Log into LEO from the Louisiana.gov page, locate Online Services and click LEO: Louisiana State Employees Online or Enter this address: https://leo.doa.louisiana.gov/

Select My Info tab

To Access Address, Bank & Tax Information:

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</table>
Print or view a copy of W-2 statement

1. Enter the Year to view or reprint.
2. Click on the Adobe toolbar. A printer selection box may appear. Select the correct printer and click .
3. Obtain a different year, click .
4. Note: Instructions page can be displayed after retrieving W-2 click .

Election for self-print of W-2

1. Select — Elect for STATE OF LOUISIANA — OSP.
2. Select Receive W-2 online.
3. Click OK in the Confirmation pop-up box.

Self-Print W-2

1. Select and click .
2. Verify / change the appropriate fields:
   - Valid From — date change is effective. LEO adjusts date to the last day of that pay period.
   - Payee — displays your name cannot change.
   - Bank country — USA only cannot change.
   - Bank ABA number — bank routing number (located in bottom left area of check). If not available, verify number with financial institution.
   - Bank account — account number (located in bottom left of check, after Bank ABA number). If not available, verify number with financial institution.
   - Checking account / Savings Account — click appropriate button to identify.
   - Payment method — Employee/Vendor-Bank transfer only cannot change
   - Purpose — reason for change or record (Optional).
   - Currency — American Dollar only cannot change.

Payment Info > Bank Information

Bank Overview
- Other bank(s) — (optional) these deductions are made first.
- Travel Expenses — (optional) deposits from travel payments.
- Main bank — mandatory unless granted a Direct Deposit waiver by Office of State Uniform Payroll. Remaining balance of net pay deposited here.

Change Main Bank Information
The information you enter below controls where your payroll or travel payment will be posted. Verify carefully all entries you make.
1. Click .
2. Verify / change the appropriate fields:
   - Valid From — date change is effective. LEO adjusts date to the last day of that pay period.
   - Payee — displays your name cannot change.
   - Bank country — USA only cannot change.
   - Bank ABA number — bank routing number (located in bottom left area of check). If not available, verify number with financial institution.
   - Bank account — account number (located in bottom left of check, after Bank ABA number). If not available, verify number with financial institution.
   - Checking account / Savings Account — click appropriate button to identify.
   - Payment method — Employee/Vendor-Bank transfer only cannot change
   - Purpose — reason for change or record (Optional).
   - Currency — American Dollar only cannot change.
3. Click in box to verify funds will not be sent to foreign bank. If funds will be sent to a foreign bank, exit and contact your Employee Administrator.
4. Click .

Add/Change/Delete Other Bank Information
Other bank(s) must be setup with a designated amount or percentage of your net pay.
1. Create a new Other bank, click drop-down in Bank details type field select Other bank.
2. Click .
3. Complete required fields.
4. Click .

Changing Election for paper/on-line W-2

1. Select previous election by choosing the box below status.
2. Select and .
3. Complete required fields.
4. Click before Declaration. Serves as your electronic signature.

Change State Tax Withholding
1. Click drop-down in Tax Level type and select State.
2. Click .
3. Verify / change the appropriate fields:
   - Valid From — date change is effective. LEO adjusts date to the last day of that pay period.
   - Tax authority — cannot be changed.
   - Filing Status — Single or Married.
   - Additional Withholding — additional dollar amount to be withheld per pay period.
   - Tax Exempt Indicator — cannot be changed.
   - Personal allowances — personal exemptions:
      - 0 = Neither self or spouse
      - 1 = Self
      - 2 = Self and spouse.
   - Dependent allowances — dependent exemptions to be claimed.
4. Click .

Find who to contact for help with LEO
1. Click My Help displays your agency contact information.
2. Scroll across report to view all information. Find the contact for your particular need and location.

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