STATE OF LOUISIANA
LEO
LOUISIANA EMPLOYEES ONLINE

MY INFO QUICK REFERENCE CARD

**ADDRESS & PHONE, BANK,
TAX, EMERGENCY CONTACT & W-2**

- 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:

Address	*Personal Info > Address and Phone*
Bank	*Payment Info > Bank Information*
Tax	*Personal Info > Tax Withholdings*
Emr Con	*Personal Info > Emergency Contact*
W-2	*Payment Info > Duplicate W-2*
	Payment Info > Election for Online W-2

Personal Info > Address and Phone
### Address and Phone Overview

- **Permanent Address** – where you physically live
  - not a post office box
  - cannot change from one state to another. Contact your Employee Administrator in your Human Resources office for assistance.
- **Optional Mailing Address** mail delivered if other than your permanent address, including W-2.

Change Address

1. Enter start date. If no date entered, it will default to today.
2. Verify or change as necessary:
   Privacy Indicator - **Yes** if privacy is requested.
   Address – resident address limited to 35 characters. Utilize U.S. Postal Standards.
   Note: Excess characters will cause address to be truncated on your W-2 form.
   2nd address line – Remainder of address ONLY if over 35 characters.
   City – city you reside.
   Residence Parish – click drop-down to select.
   State – state you reside.
   ZIP Code – 5 digits are sufficient.
   Main Phone – 3 digits area code and 7 digits phone number.
   Other Phone – Use drop down to select other optional phone types. (CELL, FAX1, TEL2, & TEL3)
   Note: The primary use is for personal information and the option to store a work number is not available under the address section; see **Work Info**.
3. Click Save .

Work Info

1. Enter your work email address and work phone number. *(A work FAX number or work Pager number can also be added.)*
2. Click Save .

Personal Info > Emergency Contact
Add/Change Emergency Contacts

1. Click New . If changing a contact, Click on in front of the record and click Change .
   If the change button is grayed out, click New to create a new record.
2. Change or complete appropriate fields.
3. Click Save .
   - If you had to create a new record instead of changing, click to select the record to delete and then click Delete . Click Delete On button to end record.

Personal Info > Tax Withholdings
Taxes Overview

This information determines the amount of Federal and State income tax to withhold from your pay check. This function **CANNOT** be used if:
- claiming exempt or have claimed
- have a withholding for a state other than Louisiana
- have an IRS Mandate
- have a Non-Resident Alien status

Visit irs.gov for help with choices or more information on the Federal W-4 form.

Use the Cancel button to start over.

Use the to delete a future dated record.

Change Federal Tax Withholding

1. Click on the Tax Authority to update or use the Add button to open a blank form (*Use the add button if more than one record is created in a day*).
2. Verify / change the appropriate fields:
   Valid From – date change is effective. LEO adjusts date to the last day of that pay period.
   Filing Status – Single or Married filing separately; Married filing jointly or Widow(er); or Head of Household.
   Total credits for dependents – credit in dollar amount for dependents
   Other Income – claiming a dollar amount for other income such as a pension, interest, dividends, etc.
   Additional Deductions – additional deductions dollar amount other than basic standard deductions.
   Additional Withholding – additional dollar amount to be withheld per pay period.
   Use Higher Withholding Rates Schedule – Click if claiming more than one job.
   Tax Exempt Indicator – cannot be changed.
3. Click before **Declaration**. Serves as your electronic signature.
4. Click Save .

Change State Tax Withholding

1. Click on the Tax Authority to update or use the Add button to open a blank form (*Use the add button if more than one record is created in a day*).
2. Verify / change the appropriate fields:
   Valid From – date change is effective. LEO adjusts date to the last day of that pay period.
   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.
3. Click before **Declaration**. Serves as your electronic signature.
4. Click Save .

Payment Info > Duplicate W-2

Print or view a copy of W-2 statement

1. Enter the **Year** to view or reprint.
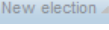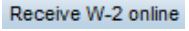2. Click **Execute** . The W-2 statement will be displayed.

Note: Do **not** utilize the **Back** button **anytime** during this transaction.

3. Click 🖨 on the Adobe tool bar. A printer selection box may appear. Select the correct printer and click **OK** .
4. Obtain a different year, click *Duplicate W-2* under Detailed Navigation Bar to **refresh** the screen and enter a new selection.

Note: Instructions page can be displayed after retrieving W-2 click **Exit** . Return to selection screen click **Cancel** button **not** back button. Click **Execute** to retrieve W-2 again.

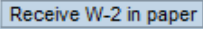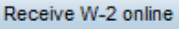Reprints of W-2s are not available for years **prior** to 2005 or employees with a corrected W-2(W-2c).

Payment Info > Election for Online W-2

Election for self-print of W-2

1. Select **New election** – Elect for STATE OF LOUISIANA _ OSUP.
2. Select Receive **Receive W-2 online** .
3. Click OK in the Confirmation pop-up box.

Self-Print W-2

1. Select Year to Print Under Search Results for Online Forms W-2/W-2C.
2. Click Display.
3. Click the printer icon in the Adobe tool bar.
Note: A printer selection icon box may appear. Select the correct printer and click OK.

Changing Election to paper/online W-2

1. Select previous election by choosing the box below status.
2. Select **Receive W-2 in paper** or **Receive W-2 online** .
3. Click OK in the Confirmation pop-up box.
4. Data saved successfully message returned.

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 **Change** .
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 **Save** .

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 **New** .
3. Complete required fields.
4. Click **Save** .

Change existing **Other bank**, click drop-down from **Bank details type** field, select Other bank type, and highlight bank in the table.

1. Click **Change** .
2. Change required fields.

3. Click **Save** .

Note: Deposits to a particular Other Bank, **must** be deleted to be stopped. Funds are only deposited to banks that are **active** at the end of the pay period.

Delete select the **Other bank** from the **Bank details type** drop-down, and highlight bank in table.

1. Click **Delete** .
2. Page will display **Delete on** followed by current date. Change if necessary.
3. Click **Delete** to confirm.

NEED HELP?

From the **Home Page** find the Help Section and click on the **"Who do I contact for Help?"** link.

Scroll across the report to view all information. Find the contact for your particular need and location.

If your agency contact is unable to assist you, they will contact the LaGov Help Desk on your behalf.