



[Click for PRINTABLE VERSION](#)
Best printed Double-Sided

MY INFO ADDRESS & PHONE, BANK, TAX, EMERGENCY CONTACT & W-2

QUICK REFERENCE CARD

- Log into **LEO**
From the [Louisiana.gov](https://leo.doa.louisiana.gov/) page, locate Online Services and click [LEO: Louisiana State Employees Online](https://leo.doa.louisiana.gov/) 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](#)
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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 .

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 .

Personal Info > Emergency Contact

Add/Change Emergency Contacts

1. Click . If changing a contact, Click on in front of the record and click .
 - If the change button is grayed out, click to create a new record.
2. Change or complete appropriate fields.
3. Click .
 - If you had to create a new record instead of changing, click to select the record to delete and then click . 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 more than 10 allowances/exemptions or
 - withholding for a State other than Louisiana.
- Reprints of W-2s are not available:
 - years **prior** to 2005 or
 - employees with a corrected W-2(W-2c).

Change Federal Tax Withholding

1. Verify Federal in Tax level field 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.
 - Tax authority** – cannot be changed.
 - Filing Status** – Single or Married.
 - No. of allowances** – allowances to be claimed.
 - Additional Withholding** – additional dollar amount to be withheld per pay period.
 - Tax Exempt Indicator** – cannot be changed.
3. Click before **Declaration**. Serves as your electronic signature.
4. Click .

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 before **Declaration**. Serves as your electronic signature.
5. Click .

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.

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.

Changing Election for paper/on-line 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 > Printing Online W-2

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.

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**.

1. **Change** existing **Other bank**, click drop-down from **Bank details type** field, select Other bank type, and highlight bank in the table.
2. Click **Change**.
3. Change required fields.
4. 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**.

1. **Delete** select the **Other bank** from the **Bank details type** drop-down, and highlight bank in table.
2. Click **Delete**.
3. Page will display **Delete on** followed by current date. Change if necessary.
4. Click **Delete** to confirm.

Change State Tax Withholding

1. Click drop-down in **Tax Level** type and select **State**.
2. Click **Change**.
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 before **Declaration**. Serves as your electronic signature.
5. Click **Save**.

Find who to contact for help with LEO

1. From the **Home Page** find the Help Section and click on the **“Who do I contact for Help?”** link.
2. Scroll across the report to view all information. Find the contact for your particular need and location.
3. If your agency contact is unable to assist you, they will contact the LaGov Help Desk on your behalf.