Update your G4 (Georgia Withholding form) online through Employee Self Service.

To access the form online:

1. Go to Employee Self Service at [http://leo.cc.emory.edu](http://leo.cc.emory.edu)

2. Click on Self Service

3. Click on Payroll and Compensation

4. Click on Georgia G4 Data

**NOTE:** If you make a change to your Federal Withholding (W-4) you cannot make a change to your Georgia Withholding (G-4) until the following day.

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**Continued ...**
5. Complete required fields