

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

**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.

To access the form online:

1. Go to Employee Self Service at <http://leo.cc.emory.edu>

The screenshot shows the login interface for the Employee Self Service system. On the left, there are input fields for 'User ID:' and 'Password:', followed by a 'Sign In' button. Below these fields, a note states: 'This system is intended for use with Internet Explorer. It will work with the most commonly supported browsers. Some users have experienced page display issues using Safari 2.0.' On the right side, there are several sections of text: 'University employees:' with a link for 'First time user? Obtain Network ID and Password.' and another link 'Are You Seeing a Blank Screen After Login? Click Here'; 'Forgot your Network ID and/or Password?' with contact information for the Help Desk (7-7777 (404-727-7777)) and support hours (Monday - Friday, 7:00am - 6:00pm); 'Healthcare employees (eVantage users):' with a call center number (84357) and instructions for first-time users to obtain a logon ID and password from an Access Coordinator, with a recommendation to use the Password Reset Tool; and 'Forgot your logon ID and password?' with instructions to ask an Access Coordinator for a logon ID and use the Password Reset Tool to change the password.

2. Click on Self Service



3. Click on Payroll and Compensation



4. Click on Georgia G4 Data



Continued ...

## 5. Complete required fields

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### G-4 Tax Information

EmpID:

Company EUV Emory University

You must complete Form G-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form G-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

Mailing Address

G-4 Tax Data

Withholding Allowances Company EUV

SWT Additional Amount

Marital Status

- Single
- Married Filing Joint, both spouses working
- Married Filing Joint, one spouse working
- Married Filing Separate
- Head of Household