

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

August 18, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-04

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: LEO Withholding Election Availability  
Update to OSUP Memoranda #2020-32 and #2020-42

OSUP Memorandum #2020-32 provided information about the new [2020 Form W-4 Employee's Withholding Certificate](#) and employer instructions. Agencies were advised in OSUP Memorandum #2020-42 that tax withholding elections through LEO were suspended until system enhancements were completed to accommodate the new 2020 Form W-4. On July 29, 2020, the Office of Technology Services announced federal and state tax withholding elections are now available in LEO.

The Federal and State tax withholding elections in LEO are different from previous election screens. LEO Online Help has been updated to include a [comparison](#) between the LEO W-4 election fields and Federal W-4. Employees with an active IRS mandate, Non-Resident Alien indicator, or claiming exempt are restricted from making withholding changes in LEO; thus, a hard copy Form W-4 must be completed and submitted to Human Resources for entry. A [comparison](#) between IT0210 and the new Form W-4 is available in LaGov Online Help to assist agencies.

Refer to OSUP Memoranda #2020-32 and #2020-42 for more information. Employees with LEO questions can click on the "Who do I contact for Help?" link, which is located on the right side of the LEO Welcome page. For agency guidance on how to set up IT0210 records, please contact the [LaGov HCM Help Desk](#). For additional questions, contact a member of the OSUP Wage and Tax Administration unit at [\\_DOA-OSUP-WTA@LA.gov](mailto:_DOA-OSUP-WTA@LA.gov) or (225):

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