Updating Federal Tax Withholding Information (W-4) in Banner

Go to the LCTCS homepage at www.lctcs.edu

Enter the LoLA portal by clicking on the LoLA icon in the purple box on the upper right corner of the home page.
You will be directed to the LoLA login page. Enter your User Name and Password, then click the green “SIGN IN” button.

You will be logged into your LoLA portal.
Go to the section in the top middle “Self Service Banner (Banner 9)”, click on “Employee”.

You will be taken to your Employee Dashboard

Your Employee Dashboard contains information on your:

- Leave Balances (as of “today’s date”)
- Pay Stubs, Earnings, Taxes, and Direct Deposit Allocations
- Benefits, and Deductions History
- Job Summary
- Employee Summary
Scroll down to “Pay Information”

Click on “Taxes” to see your options

Next click on W-4 Employee’s Withholding Allowance Certificate

This shows your current Federal Tax Withholding status, allowances, and additional withholding amount (if you chose this option).

To make an update to your withholding, click on “update” on the bottom, to the right.
This is your electronic W-4 Employee’s WithholdingAllowance Certificate, indicating your current Filing Status, Number of Allowances, and Additional Withholding amount (if any)

Please read and carefully follow the instructions on the form to enter your changes.

Once you have completed your updates, you must click on the gray “Certify Changes” button.

After clicking to certify changes, you will receive this message:

Read this message carefully, then click “OK”
You should receive the following message after clicking on "OK":

If you experience any difficulty with this process or receive any message other than the one shown above, please contact your Benefits Office or Human Resources Department for assistance.