



70 Sip Ave, 3rd FL
Jersey City, NJ 07306
O: 201-360-4070 or E: hr@hccc.edu

Updating W-4 Forms:

1. Fill out the **Federal W-4** and **State W-4** Forms attached to the email

a. Be sure to include your middle initial on your State W-4, if applicable

2. Click on <https://hccc.leapfile.net>

(Leapfile is a secure website to share confidential information or documents.)

3. Select **Secure Upload**. (Please do not attempt to login)

4. Enter the following email address: hr@hccc.edu and then click **Start**

5. Fill in your information, along with a subject and message.

6. Click on **Select Files to Send**

7. Click on **Upload & Send**

If you have any questions regarding this process please contact the following Human Resources personnel:

Main Contact: Rebekah Isaac, HR Office Assistant – risaac@hccc.edu or [201-360-4070](tel:201-360-4070)