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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2014-025

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP *RND*
Human Resources Director

SUBJECT: W-2 On-line Self View and Print Option

DATE: December 10, 2014

The Office of State Uniform Payroll (OSUP) offers **active** employees the option to self-view and print their W-2 in Louisiana Employee On-Line Services (LEO) in lieu of receiving a paper W-2 form via the United States Postal Service (USPS). OSUP is reminding **active** employees, who have not elected the self-view and print option, to do so by December 31.

If you are an active employee and have already opted to self-view and print your W-2, no action is needed. It is, however, recommended that you review your record in LEO, to ensure your election was recorded and saved for future calendar years.

Participation is optional for all active employees:

- If you are actively employed and wish to take advantage of the W-2 on-line self-view and print option you must provide consent in LEO by **December 31**. W-2s will be available in LEO for viewing and printing by **mid-January**.
- If you do not provide consent by the required deadline, you revoke your consent, or you do not wish to use this service you will continue to receive a paper W-2 Form through the USPS. All paper W-2 Forms will be mailed **January 31**.
- Once consent is given it will remain for all future reporting periods unless you revoke the decision or separate from employment. To revoke your consent, you **must** do so in LEO by the December 31 deadline for the current reporting year.
- Employees who separate from state service do **not** have the option of receiving their W-2 on-line but will receive a paper W-2 through the USPS. Paper W-2 Forms will be mailed by **January 31**.

Participation is fast, easy and no cost to you:

- To provide consent, revoke consent, and view and print your W-2 you simply have to sign on to LEO using your active password. Follow the step by step guidelines provided to you in LEO.

- To view and print your W-2 you will need an internet connection, web browser, access to LEO with an active password and Adobe Acrobat software.
- There is no cost to you for this service; however, receiving your W-2 faster may give you a head start on completing your annual IRS tax filing and, if applicable, any refund may be received sooner.
- Once the W-2s are available in LEO (**by mid-January**), you may view and print your W-2 as often as needed at no cost to you.

Duplicate W-2 Information:

- After providing consent in LEO, an employee may still request a paper Form W-2 by contacting the HR Division and completing the Request for Duplicate W-2 Form, OSUP/F37.
- Duplicate W-2 copies for active employees not choosing the on-line self-view and print option will be available in LEO beginning February 1.
- Separated employees needing a duplicate copy of their W-2 should contact the HR Division to complete the Request for Duplicate W-2 Form OSUP/F37. Duplicate W-2 requests for separated employees will not be processed until mid-February.

You must maintain your current contact information in LEO or through the HR Division. This will allow for all notices and updates to be provided to you regarding your paper W-2 and W-2 on-line self-view and print options.

The Division of Administration will continue to inform you, through OLG/DCRT's HR Division, of all required information regarding the W-2 on-line self-view and print option, deadlines, and/or contact information changes.

We encourage you to make your election by the December 31 deadline.

SUPERVISORS: Please make this information available to those employees that do not have email access.

If you have any questions regarding this process, please contact Ms. Bobbie Scott at 225-342-0880.

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