



JAY DARDENNE  
LIEUTENANT GOVERNOR

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

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2013-031

**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 Online Self View and Print Option

**DATE:** November 26, 2013

In accordance with OSUP Memo #2014-18, active State employees have the option to self view and print their W-2 in the Louisiana Employee Online (LEO) system in lieu of receiving a paper W-2 form via the United States Postal Service (USPS).

As required by the OSUP memo, all OLG/DCRT employees employed on or after January 1, 2013 will be receiving a letter with further details regarding this option. To save postage costs, the letters are being sorted and sent to centralized contact personnel (such as personnel liaisons, park managers, and welcome center supervisors). In turn, we are asking these individuals to distribute the letters to their respective employees. All letters must be distributed by Monday, December 9, 2013.

Participation in the online W-2 self view/print option is optional. Nonetheless, **we are encouraging all OLG/DCRT employees to participate, as it will expedite receipt of your W-2.** Rather than being mailed on January 31, you will have access to your W-2 in mid-January if you choose to participate in the online view/print option.

To enroll for online W-2 access, simply follow the instructions attached.

Employees must make their election by December 31, 2013, in order to have access in time for their 2013 W-2. Should you have questions, please feel free to contact the Human Resources Division at (225) 342-0880.

RND:bc  
Attachments  
c: Personnel Liaisons

### Please Post and Circulate