



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. 2012-030

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

FROM: Rikki Nicole David, SPHR 
Human Resources Director

SUBJECT: W-2 Online Self View and Print Option

DATE: November 5, 2012

In accordance with OSUP Memo #2013-16, active State employees now 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 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 Friday, November 16, 2012.

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, 2012, in order to have access in time for their 2012 W-2. Should you have questions, please feel free to contact the Human Resources Division at (225) 342-0880.

RND:ap
Attachment

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