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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. 2013-003

**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 Available

**DATE:** January 9, 2013

The 2012 W-2's are now available in the Louisiana Employees Online (LEO) system for all employees who elected to self-view and print their W-2 by the December 31, 2012 deadline.

As required by OSUP memo, all OLG/DCRT employees will be receiving a letter to announce the online availability of 2012 W-2's for those who enrolled in 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 Tuesday, January 15, 2013.

Should you have questions, please feel free to contact the Human Resources Division at (225) 342-0880.

RND:ap

**Please Post and Circulate**