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**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 <sup>RND</sup>  
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.

**Please Post and Circulate**