



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. 2015-003

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 Available

DATE: January 7, 2014

W-2 forms for calendar year 2014 are now available in Louisiana Employees Online (LEO) system for all active employees who elected to self-view and print their W-2's online. See below for additional details and instructions on how to access your W-2.

- Active employees must have provided consent in LEO by December 31, 2014 in order to access their 2014 W-2 at this time.
- In order to self-view and print your W-2, you will need an internet connection, web browser, access to LEO with active password, and Adobe Acrobat software.
- Log in to LEO at <https://leo.doa.louisiana.gov/irj/portal> using your User ID and password. Follow the online instructions to view and print your W-2.
- Consents provided by the December 31, 2014 deadline will remain in force for all future reporting years until either you terminate employment or revoke your consent in LEO.
- Separated employees and employees not providing consent by the December 31, 2014 deadline will receive a paper copy via the United States Postal Service (USPS). Paper copy W-2's will be mailed on Friday, January 30, 2015.
- If you did not consent to receive your 2014 W-2 online but would like to do so for your 2015 W-2, you must provide consent in LEO by the December 31, 2015 deadline.
- Active employees who did not choose the online self-view and print option and who need a duplicate copy of their W-2 may obtain a copy from LEO beginning February 1, 2015.

If you have any questions regarding this process, please contact the Human Resources Division at (225) 342-0880.

Supervisors: Please ensure that this information is distributed to employees that do not have email access.

RND:aj

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