

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

November 18, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-23

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: W-2 On-line Self View and Print Option

The Office of State Uniform Payroll offers active employees the option to elect to view and print their W-2 in Louisiana Employees Online in lieu of receiving a paper W-2 form via the United States Postal Service. Active employees choosing this option have access to their W-2 sooner than employees who choose to receive a paper copy via the USPS (paper copies will be mailed on Jan. 31, 2025). **Note: The USPS has adjusted the service standards for First Class Mail, resulting in increased delivery timeframes.** OSUP is requesting that you assist with increasing participation by encouraging your employees to choose the W-2 On-line Self View and Print Option.

Employees choosing this option are able to view and print their W-2 by mid-January. See bullets below for specific details and/or requirements.

- Active employees must provide consent to the W-2 on-line self view and print option in LEO by **Dec. 31**. This consent will be for the current reporting year and will continue for each subsequent reporting year until either the employee terminates employment or revokes their consent in LEO.
- Active employees not providing consent in LEO by the required deadline will continue to receive a paper Form W-2 via the USPS. Paper W-2s will be mailed **Jan. 31** or the next business day if Jan. 31 falls on a weekend.
- Active employees wishing to revoke a prior consent for the on-line self view and print option must do so in LEO. Revocation must be provided by Dec. 31 for the current reporting year. The withdrawn consent does not apply to the previously issued Forms W-2.
- Active employees who do not choose the on-line self view and print option and who need a duplicate copy of their W-2 should obtain a copy in LEO beginning Feb. 1. A quick reference card is available under **Help> My Info> Open On-line Help> [Address & Phone, Bank, Tax, and W-2 Quick Reference](#)**. **OSUP will not issue duplicate Form**

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**W-2s to active employees.**

- No action is needed for active employees who elected to self view and print their prior year W-2s.
- **NOTE:** EA/HR Staff may confirm an employee's election via IT3228, Online Election, in PA20. The agency may print a duplicate Form W-2 from IT3228 if the employee elected the on-line option for the requested year. Forms not available in IT3228 can be accessed in LEO by the employee.

**All employees should be advised to review their record in LEO to ensure their election was recorded and saved for future calendar years.**

- Employees will need an internet connection, web browser, access to LEO with an active password, and Adobe Acrobat software to view and print their W-2.
- Separated employees do not have the option of receiving their W-2 on-line and will receive a paper copy via the postal service.
- Separated employees who need a duplicate copy of their W-2 must contact their agency's EA/HR Department and complete the required Duplicate Request Form, [OSUP/F37](#). OSUP will begin accepting these requests Feb. 17, 2025.
- Employees must maintain their current contact information in LEO or through their EA/HR Department so that agencies can provide notices and updates regarding their paper W-2 and/or on-line self view and print options.
- The Division of Administration will continue to inform agencies of all required information regarding the W-2 on-line self view and print option and/or contact information changes through listserv messages, memos, meetings and/or through other means as required by the IRS.

Attached is a W-2 On-line Self View and Print Consent letter that must be provided to all employees hired in 2024, if not already provided. Although agencies are not required to send this letter to all employees, OSUP requests that agencies provide some form of reminder to all employees. The attached letter provides IRS required disclosure information that employees need in order to make an informed decision on how they wish to receive their annual Form W-2. Agencies should modify the letter to include the agency's official letterhead, current date, agency contact information, and any other agency specific information.

**To better assist your employees with duplicate Form W-2 requests, OSUP encourages support of this effort and requests that agencies encourage employees to make this election. Attached is a [flyer](#) that can be printed and either given to employees or displayed throughout the work place.**

Direct questions to a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@ia.gov](mailto:_DOA-OSUP-WTA@ia.gov) or (225):

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[Attachment](#)