

State of Louisiana
Office of State Uniform Payroll

Jeff Landry
Governor

Taylor F. Barras
Commissioner of Administration



Division of Administration
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
Phone (225) 342-0713
Fax (225) 342-1650

January 07, 2026

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2026-34

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 Availability Notice

2025 W-2s are now available in Louisiana Employees On-line Services (LEO) for all employees who elected to self view and print their W-2 by the Dec. 31, 2025 deadline.

Attached is the sample "W-2 Availability Notice" letter that must be sent to each employee within your agency. Agencies should modify the letter to include the agency's official letterhead, agency contact information and any other agency specific information. Agencies may use the delivery method most suitable to their operation. **All letters must be released by Friday, Jan. 09, 2026.**

An additional notification will be added to the LEO Welcome page.

Agencies can verify an employee's W-2 election by viewing IT 3228. The W-2 election can also be verified by running ZP135 or ZP65.

Refer to OSUP Memo [#2026-27](#) for additional information. All questions should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Trenisha Blue	342.0714	Wendy Eggert	342.1652
Lowana Cola	342.1651	LaShonda Pitts	342.5346

APH:TLB/rel

[Attachment](#)