

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

January 3, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-31

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

2017 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 December 31, 2017 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, January 5, 2018.**

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 #2018-16 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):

Lauri Lee	342-5346	Michelle Richmond	342-2053
Tiko Ary	342-1651	Tracy Smith	219-0191
Wendy Eggert	342-0714	Courteney Young	342-1652

APH:LAL/mfr

[Attachment](#)