



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

January 24, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-34

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Release of 2004 Forms W-2

2004 Forms W-2 were mailed January 24, 2005 to employees using the addresses that were current at the time the W-2 file was created (January 12, 2005).

Note: If an employee's address was changed in ISIS HR to have a check sent to the agency for a special circumstance (ex. deceased employee, termed employee), and the address was not corrected prior to January 12, 2005, the Form W-2 will be mailed to the agency. Agencies are responsible for distributing these W-2's to the employees and making the address correction in ISIS HR.

Address Changes

Forwarding service was requested when the forms were mailed. If an employee's address has changed and the employee has an active forwarding service, the Form W-2 will be sent to the forwarding address. If an agency has been notified of other address changes, these must be updated in the ISIS HR system or the employee can update using LEO. **Please do not have employees call OSUP for address changes.** When Forms W-2 are returned to this office due to an incorrect address, OSUP personnel will first check ISIS HR for the correct address. If the address in the system is the same as on the Form W-2, agency personnel will be contacted to obtain the correct address. These forms will be processed and sent to the correct address as they are received and corrected.

Duplicate W-2's

OSUP will not accept requests for duplicate 2004 Forms W-2 until February 24, 2005. This will allow time for forms with incorrect addresses to be forwarded by the United States Postal Service to the forwarding address and allow time for any forms returned to OSUP to be forwarded to the correct address. Also, agencies should not accept requests for duplicate 2004 Forms W-2 until February 24, 2005. Once printed, the reissued forms will be mailed directly to the employee. Please use the revised OSUP Request for Duplicate form ([OSUP/F037](#)) when requesting duplicates. Note: Request for Duplicate forms must be completed by both the Employee and the Employee Administrator before submission to OSUP. This request can be faxed to the OSUP Wage and Tax Administration (WTA) Unit at (225) 342-1650. Initially, duplicate forms will be printed on a weekly basis; as the requests increase, the WTA Unit will analyze and adjust the reprint schedule as necessary. Agencies should keep a copy of the Request for Duplicate form in the employee's personnel file. Agencies will not be notified when duplicates are mailed.

Incorrect W-2's (W-2c's)

If an agency is notified by an employee that his/her Form W-2 is incorrect, the Employee Administration (EA) must first utilize ISIS HR to research the problem. Some reports to be utilized are Remuneration Statement (ZP106), Payroll Reconciliation Report (ZP145), Employee Wage Type Results Report (ZP64), Employee YTD Wage Type Results Report (ZF73), and Time Entry Audit Report (ZT02). After researching, if it is determined that the W-2 is incorrect, Employee Administration must then contact OSUP. If an agency is already aware of any situations and/or problems related to 2004 Forms W-2, contact OSUP for assistance. **Do not instruct employees to call this office.**

The following calculations will be helpful to agencies to answer employee questions:

Federal/State Taxable Wages (Box 1 / Box 16):

plus Gross Wages (obtain using above reports in ISIS HR)
plus Non Cash Fringe Benefits (obtain using Payroll Reconciliation Report - ZP145 with variant "OSUP/PPM73")
minus Cafeteria (Box 14)
minus Deferred Retirement (Box 14)
minus 457 Deferred Compensation Contributions (Box 12a Code G)
minus 403(b) Tax Shelter Annuity Contributions (Box 12a Code E)

Social Security Wages/Medicare Wages (Box 3 / Box 5):

plus Gross Wages (obtain using above reports in ISIS HR)
plus Non Cash Fringe Benefits (obtain using Payroll Reconciliation Report - ZP145 with variant "OSUP/PPM73")
minus Cafeteria (Box 14)

Questions on ISIS HR reports should be directed to the ISIS HR Help Desk at (225) 342-2677. Any questions pertaining to 2004 Form W-2 processing should be directed to a member of the OSUP Wage and Tax Administration Unit at (225):

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|-----------------|----------|------------------|----------|
| Rhonda Desselle | 219-0338 | Wendy Eggert | 219-0191 |
| Tiko Ary | 342-1652 | Chelette Jarrett | 342-0714 |
| Rachel Bryant | 342-1651 | | |