

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

February 2, 2009

ISIS Memorandum 09-015

To: Human Resource Directors
Employee Administrators
Time Administrators
LEO Contacts

Subject: Duplicate W-2s Available Through LEO

Effective February 2, 2009, ISIS paid employees can view and/or print duplicate W-2s for themselves in LEO for years 2005 - 2008. To access this functionality the employee, once in LEO, will click on **My Info > Payment Info > Duplicate W-2**. Online help is available with detailed instructions.

Please note, if an employee has a pending or issued W-2C for any of the available years, they will be unable to request a duplicate through LEO. When attempting to view the W-2, they will receive the message, **“Contact your Human Res Office to request a duplicate W-2.”** Employee Administrators should follow current procedures when requesting a duplicate for the employee from the Office of State Uniform Payroll. Refer to OSUP memo # 2009-33 for more information.

Each year on February 1st, duplicate W-2s will be available for the previous year.

JC/ef