

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

January 06, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-35

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

2020 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, 2020 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 8, 2021.** A 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.

Note: As required by the Internal Revenue Service (IRS), paid leave received as part of the Families First Coronavirus Response Act (FFCRA) is reported in Box 14. Employees with more than three (3) items reported in Box 14 will receive two (2) Forms W-2; the second form will only include the additional Box 14 information. Additional information for active employees is included in LEO under [W-2 instructions](#). OSUP will send letters to separated employees who used FFCRA leave in 2020 to advise them of these instructions.

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January 06, 2021

Page 2

Refer to OSUP Memo [#2021-16](#) 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):

Tracy Smith	219-0191	Michelle Richmond	342-2053
Tiko Ary	342-1651	Courteney Young	342-1652
Myrtle Cain	342-5346		

APH:TLS/JAW

[Attachment](#)