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LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2016-004

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, SPHR, IPMA-CP, SHRM-SCP (RND)  
Human Resources Director

**SUBJECT:** W-2 Online Self View and Print Available

**DATE:** January 6, 2016

**W-2 forms for calendar year 2015 are now available in Louisiana Employees Online (LEO) system for all active employees who elected to self-view and print their W-2's online.** See below for additional details and instructions on how to access your W-2.

- Active employees must have provided consent in LEO by December 31, 2015 in order to access their 2015 W-2 at this time.
- In order to self-view and print your W-2, you will need an internet connection, web browser, access to LEO with active password, and Adobe Acrobat software.
- Log in to LEO at <https://leo.doa.louisiana.gov/irj/portal> using your User ID and password. Follow the online instructions to view and print your W-2.
- Consents provided by the December 31, 2015 deadline will remain in force for all future reporting years until either you terminate employment or revoke your consent in LEO.
- Separated employees and employees not providing consent by the December 31, 2015 deadline will receive a paper copy via the United States Postal Service (USPS). Paper copy W-2's will be mailed on Friday, January 29, 2016.
- If you did not consent to receive your 2015 W-2 online but would like to do so for your 2016 W-2, you must provide consent in LEO by the December 31, 2016 deadline.
- Active employees who did not choose the online self-view and print option and who need a duplicate copy of their W-2 may obtain a copy from LEO beginning February 1, 2016.

If you have any questions, please contact the Human Resources Division at (225) 342-0880.

**Supervisors: Please distribute this memo to employees that do not have email access.**

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