

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

February 02, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-38

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Release of 2020 Forms W-2

2020 Forms W-2 were mailed on February 1, 2021, to all active employees **not** electing to self view and print their W-2 through Louisiana Employees On-line Services and employees who separated from employment in 2020. W-2s were mailed to these employees using the mailing address that was current at the time the W-2 file was created (January 4, 2021).

Note: If an employee's address was changed in LaGov HCM 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 4, 2021, the Form W-2 will be mailed to the agency. Agencies are responsible for distributing these W-2s to the employees **and** making the address correction in LaGov HCM.

New for 2020 Forms W-2

As required by the Internal Revenue Service, paid leave received as part of the Families First Coronavirus Response Act 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.

Address Changes

Forms W-2 with an incorrect address will be returned to OSUP. If an agency has been notified of address changes, these must be updated in the LaGov HCM 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 LaGov HCM 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-2s

Beginning February 1, 2021, duplicate 2020 Forms W-2 are available to employees through LEO. There is on-line help available for reprinting these forms. Please advise employees to contact their HR/EA office for all questions concerning retrieving duplicate Forms W-2 in LEO.

If a duplicate cannot be printed from LEO, OSUP will accept requests for duplicate 2020 Forms W-2 beginning February 15, 2021. This will allow time for forms returned to OSUP to be forwarded to the correct address. For this reason, agencies should not accept requests for duplicate 2020 Forms W-2 until February 15, 2021. Once printed, the reissued forms will be mailed directly to the employee.

Please use the OSUP Request for Duplicate IRS Tax form ([OSUP/F037](#)) when requesting duplicates. Refer to the [Request a Duplicate IRS Tax Form](#) procedure on the [OSUP Procedures](#) page for form instructions. The request can be faxed to this office at 225.342.1650. Initially, duplicate forms will be printed on a weekly basis; however, as the requests increase, OSUP 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.

Active employees can use either method stated above to obtain duplicate copies of their 2020 W-2. However, separated employees who no longer have access to LEO will have to contact their HR/EA office to obtain duplicate copies by completing the OSUP Request for Duplicate IRS Tax form and forwarding the completed form to OSUP.

Incorrect W-2s (W-2cs)

If an agency is notified by an employee that his/her Form W-2 is incorrect, the Employee Administrator must first utilize LaGov HCM to research the problem. Please refer to the [Verifying Form W-2 Figures](#) procedure on the [OSUP Procedures](#) page for useful reports and calculations. After researching, if it is determined that the W-2 is incorrect, the Employee Administrator must then contact OSUP. If an agency is already aware of any situations and/or problems related to 2020 Forms W-2, contact OSUP for assistance. **Please do not instruct employees to call OSUP directly.**

Employees should be advised that Form W-2 is the official form to be used to complete IRS Form 1040. Employees should not use the YTD figures on their earning statement or any reports in LaGov HCM to complete the IRS Form 1040.

Questions on LaGov HCM reports should be directed to the [LaGov HCM Help Desk](#). Questions pertaining to 2020 Form W-2 processing should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

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