

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

January 3, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-32

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

2024 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 Dec. 31, 2024 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 Wednesday, Jan. 08, 2025.**

An additional 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.

Refer to OSUP Memo [#2025-23](#) 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](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Wendy Eggert  
Trenisha Blue

342.1652  
342.0714

LaShonda Pitts

342.5346

APH:WRE/kme

[Attachment](#)