



State of Louisiana
Louisiana Department of Health
Division of Human Resources

December 1, 2025

Dear LDH Employee,

The Office of State Uniform Payroll offers **active** employees the option to self view and print their W-2 in Louisiana Employee On-Line Services in lieu of receiving a paper W-2 form via the United States Postal Service. OSUP is reminding **active** employees who have not elected the self view and print option, to do so by Dec. 31.

If you are an active employee and have already opted to self view and print your W-2, no action is needed. It is, however, recommended that you review your record in LEO, to ensure your election was recorded and saved for future calendar years.

Participation is optional for all active employees:

- If you are actively employed and wish to take advantage of the W-2 on-line self view and print option you must provide consent in LEO by **Dec. 31**. W-2s will be available in LEO for viewing and printing by **mid-January**.
- If you do not provide consent by the required deadline, you revoke your consent, or you do not wish to use this service you will continue to receive a paper W-2 Form through the USPS. All paper W-2 Forms will be mailed **Jan. 31** or the next business day if Jan. 31 falls on a weekend.
- Once consent is given it will remain for all future reporting periods unless you revoke the decision or separate from employment. The withdrawn consent does not apply to previously issued Forms W-2. To revoke your consent, you **must** do so in LEO by the Dec. 31 deadline for the current reporting year.
- Employees who separate from state service do **not** have the option of receiving their W-2 on-line but will receive a paper W-2 through the USPS. Paper W-2 Forms will be mailed **Jan. 31** or the next business day if Jan. 31 falls on a weekend.

Participation is fast, easy and no cost to you:

- To provide consent, revoke consent, and view and print your W-2 you simply have to sign on to LEO using your active password. Select **My Info> Payment Info> Election for On-line W2> New Election**. A quick reference card is available under **Help> Open On-line Help> My Info> Address & Phone, Bank, Tax, and W-2 Quick Reference Card**.
- To view and print your W-2 you will need an internet connection, web browser, access to LEO with an active password and Adobe Acrobat software.

- There is no cost to you for this service; however, receiving your W-2 faster may give you a head start on completing your annual IRS tax filing and, if applicable, any refund may be received sooner.
- Once the W-2s are available in LEO (**by mid-January**), you may view and print your W-2 as often as needed at no cost to you.

Duplicate W-2 Information:

- After providing consent in LEO, an active employee may retrieve a duplicate Form W-2 in LEO. Alternatively, you can request a duplicate Form W-2 by contacting your agency's HR Department. A duplicate request will not revoke your consent to receive your Form W-2 electronically. The HR Department may download the Form W-2 from LaGov HCM and provide the duplicate Form W-2 to you. **OSUP will not issue duplicate Form W-2s to active employees.**
- Duplicate W-2 copies for active employees not choosing the on-line self view and print option will be available in LEO beginning Feb.1.
- Separated employees needing a duplicate copy of their W-2 should contact their HR Department to complete the Request for Duplicate IRS Tax Form OSUP/F37. Duplicate W-2 requests for separated employees will not be processed until mid-February.

You must maintain your current contact information in LEO or through your EA/HR Department. This will allow for all notices and updates to be provided to you regarding your paper W-2 and W-2 on-line self view and print options.

You may be required to print the Form W-2 and attach it to federal, state, or local income tax returns.

The Division of Administration will continue to inform you, through your agency, of all required information regarding the W-2 on-line self view and print option, deadlines, and/or contact information changes.

We encourage you to make your election by the Dec. 31 deadline.

If you have any questions regarding this process, please contact your Human Resources Office or e-mail LDHHRBenefitsDocuments@la.gov.

Sincerely,

LDH Human Resources Department