



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2016.23

Changing Lives, Creating Futures

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TO: All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Senior Payroll Manager

DATE: October 19, 2016

RE: Electronic W-2 Consent Notification

In the past, we notified you, along with all employees paid through the Banner payroll system, of the Electronic W-2 Consent feature of Banner. At that time, we provided you with the ability to opt out of an electronic W-2 by using a paper format. We are reminding you that both options remain available through Banner Self-Service.

To help you through the exercise, we are providing the information you will need to complete either the electronic or paper W-2 format. You may follow the steps below to determine your current status and choose your W-2 format:

- Enter your LoLA password
- Click on Employee
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Review Consent to Receive W-2 Electronically
- A check mark in the box under My Choice means you agree to receive an electronic W-2
- A blank box under "My Choice" means you opt to **not** receive an electronic W-2
- If you wish to make an election change, remember to save by clicking on submit
- Once consent is given it will remain for all future reporting periods, unless you revoke the decision or separate from employment.

Please note that if you wish to revoke a prior consent notification for the on-line self-view or print option, you must do so through LoLA Self-Service no later than **October 30, 2016**.

In the past, we have printed annual W-2 forms and mailed them to all employees no later than January 31, following the previous reporting year. To help us reduce costs, we are asking that, if you are an active employee, you consider electing to view and receive your own W-2 electronically, instead of receiving a paper copy by way of the postal service. You have the option of receiving either method of W-2, at no cost to you, however the electronic method should result in a faster receipt of your W-2, giving you a head start in completing your IRS tax return. The electronic version is also available for reprinting as you need it.

We will notify you when electronic W-2 forms are available to view and print, and when forms for those not electing an electronic W-2 will be placed in the mail. We anticipate that viewing of electronic and mailing of paper W-2s will occur by mid-January, but in no case will they be available later than January 31, 2017.

We also request forwarding service when we mail W-2 forms. We can accept requests for duplicate forms no earlier than February 14, 2017. This will allow time for the U.S. Postal Service to forward W-2 forms with incorrect addresses and, time for us to forward any returned forms to the correct address. Please make sure that you request duplicates of previously mailed W-2s through your local human resources representative.

To make sure that your address is correct, please check and verify your address on the pay stub or advice. You should contact your local HR office as soon as possible if you require an address correction. We will use the Banner address of record any time a paper check or a W-2 is mailed.

Please note that we will send paper copies through the U.S. Postal Service to all separated employees, who of course, do not have the electronic option through Banner.