



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2018.02

Changing Lives, Creating Futures

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Community
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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, Sr Payroll Manager

DATE: January 25, 2018

RE: 2017 W-2s

Form W-2 for 2017 will be mailed by the LCTCS Payroll office on January 25, 2018 to the address in the payroll system at the time the W-2 file was created on January 24, 2018.

Delivery Method of W-2 forms:

If you were employed by more than one college within the LCTCS entity in calendar year 2017, you will still only receive one 2017 W-2 form. The W-2 form will either be mailed, or you can retrieve it electronically, depending on the delivery option you selected.

If you have chosen to receive your W-2 form electronically, your form is currently available to view and print from the LoLA Self Service website.

Instructions for Retrieval of Electronic Forms:

We have provided the following instructions to help you retrieve your W-2 form electronically:

1. Select the Employee tab in LoLa Self Service
2. Select Tax Forms
3. Select W-2 Wage and Tax Statement
4. Select Display
5. Scroll down and locate the box labeled "Printable W-2"
6. Your form should appear and be ready to print.
7. Print setup, change the format to landscape.

Please ask your supervisor or call your Human Resources Department if you need help locating or printing this form.

Information Added to W-2s for Informational Purposes Only

- Box 14 a
UW & Fnd
United Way and Foundation (after-tax) plus/minus any manual adjustments to the employee record

- Box 14 c
Retire
Retirement (pre-tax plus/minus any manual adjustments to the employee record)

- Box 14 d
PreTax
Tax Sheltered Deductions (pre-tax) which includes Medical, Life, Vision, Health Spending Account and General Deductions plus/minus manual adjustments to the employee record.

Thank you for your cooperation and we wish you a successful 2018.