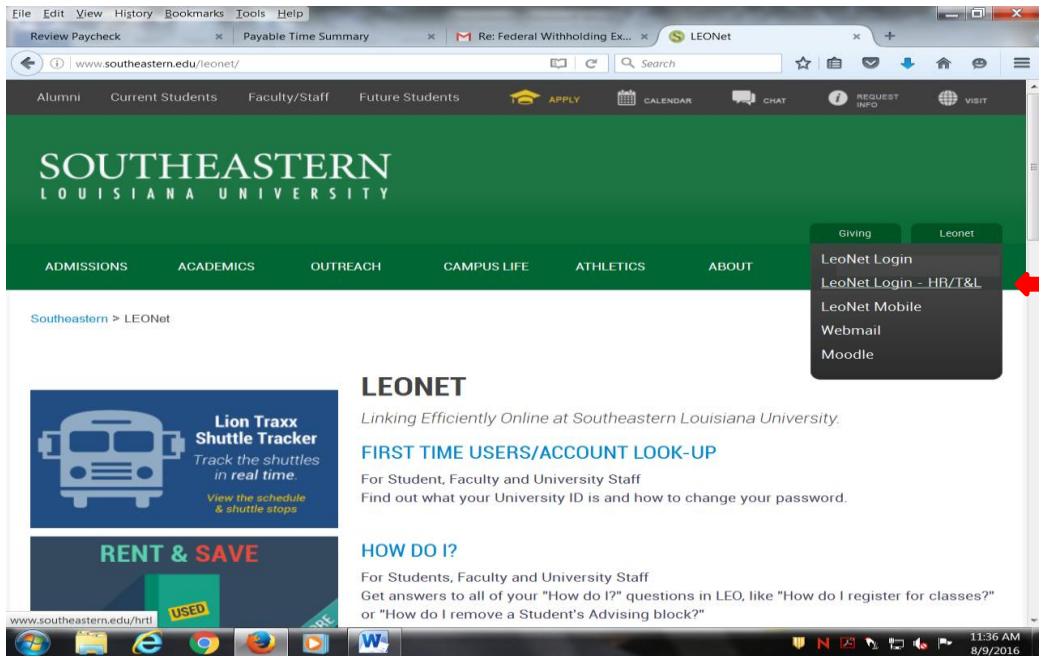
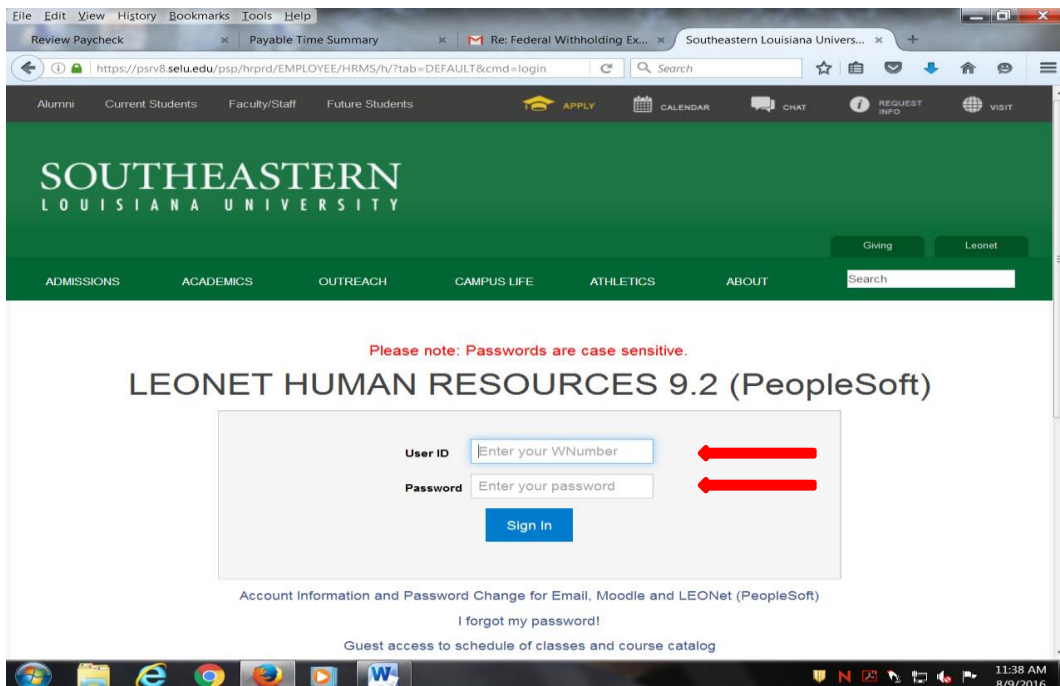


Instructions to Retrieve W-2's

1) Log in to LeoNet HR/T&L

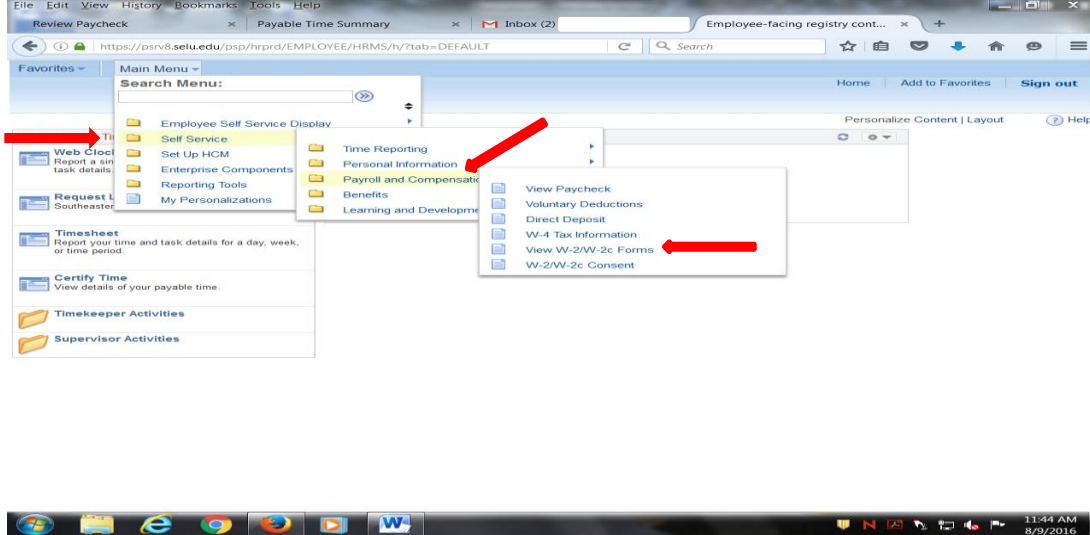


2) Enter your W# and email Password to complete the log in process:



3) Navigate to the following:

Main Menu>Self Service>Payroll and Compensation>View W-2/W-2c Forms





The following screen will appear:

View W-2/W-2c Forms

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form						Personalize 	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions		
2015	SLU	W-2	02/17/2016	Year End Form 	Filing Instructions		

To view your W-2 for the last calendar year, click on “Year End Form” on the line with the year. Your W-2 will open in a separate window as a .pdf file. You will need to turn off the pop-up blocker if you are unable to view the W-2.

The W-2 form will have four (4) sections that can be used to file federal, state and local taxes if necessary.

Form W-2 Wage and Tax Statement 2015		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld		
C Employer's name, address, and ZIP code SOUTHEASTERN LA UNIVERSITY SLU 10720 900 A WEST UNIVERSITY HAMMOND LA 70402		8 Allocated tips	3 Social security wages	4 Social security tax withheld		
		9	5 Medicare wages and tips	6 Medicare tax withheld		
		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12		
		13 <input type="checkbox"/> Section 501(c)(29) <input checked="" type="checkbox"/> Retirement plan <input type="checkbox"/> 401(k) plan b Employer identification number (EIN) a Employee's social security number	14 Other	12b		
E Employee's name, address, and ZIP code				12c		
				12d		
15 State LA	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
Copy B-To Be Filed With Employee's FEDERAL Tax Return			This information is being furnished to the Internal Revenue Service. OMB No. 1545-0048		Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile	

4) If you need to view/print a W-2 from a previous calendar year, you can retrieve the W-2 by clicking "View a Different Tax Year" link on the right side of the screen.

View W-2/W-2c Forms

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form					Personalize	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2015	SLU	W-2	02/17/2016	Year End Form	Filing Instructions	

The following screen will appear with the years available. You will then click on the year you need and follow the steps listed above to view/print that year's W-2 form.

View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year	
Tax Year	Company
2015	Southeastern LA University
2014	Southeastern LA University
2013	Southeastern LA University
2012	Southeastern LA University
2011	Southeastern LA University
2010	Southeastern LA University

[Return to Year End Form Selection](#)