



Campus Colleagues,

Employees that previously signed up for electronic delivery of their W-2 statement should have received an email notification last week from the UT System indicating the electronic file is available for access and printing.

### **Accessing your Electronic W-2 Statement**

Log in to [My IRIS Web Portal](#):

- Choose *Employee Self-Service*
- Select *Benefits and Payment*
- Click the *W-2 Statement* option
- The 2020 W-2 statement should auto-populate for you, and you may also select previous years utilizing the navigation options available on the left-hand side of the screen.

If you cannot locate your 2020 W-2 from the path above at this time, you have not yet opted-out of delivery of a physical W-2 statement.

Regardless of the W-2 delivery method you have opted to participate in, **electronic 2020 W-2 statements** will be available to **all employees** on **February 1** in [My IRIS Web Portal](#) by following the instructions outlined above.

### **Delivery of Physical W-2 Statements**

All hard copy 2020 W-2 statements were mailed January 26 to employee home addresses on record for those that have not opted to participate in electronic W-2 statement delivery. Undeliverable mail will be returned to the UTC Office of Human Resources and employees may then pick up their physical W-2 statements from Human Resources at a later date. Please contact Human Resources at 425-4221 to inquire about picking up statements that may have been returned during the mailing process.

### **Opting Out of Future W-2 Paper Statement Delivery**

Beginning February 1 – December 31, 2021, if you wish to opt-out of receiving future hard copies of your W-2 statement mailed to you, enabling you to receive the electronic statement sooner, please follow the instructions below.

Log in to [My IRIS Web Portal](#):

- Choose *Employee Self-Service*
- Select *Benefits and Payment*
- Click the *W-2 Opt Out of Paper* option
- Click the *Election Period Open* option
- Select the *Receive W-2 Online* option
- Click *Ok*
- A confirmation window will appear, and you must select *Ok* to finalize the change

Questions regarding your 2020 W-2 statement may be directed to Jina Johnson, Total Compensation & Payroll Specialist, at [Jina-Johnson@utc.edu](mailto:Jina-Johnson@utc.edu) or 425-4014.