

Accessing W-2 Statements and W-4 Withholding Certificates for Employees

Important information is provided below regarding access to W-2s (Employee Wage and Tax Statements) for current and former University employees and completing/updating W-4s (Employee Withholding Certificates) for current and new University employees.

Employee Wage and Tax Statements (W-2s)

Current University Employees may now access their W-2 statements online by following the instructions outlined below:

- Log in to [My IRIS Web Portal](#) using your NetID and Password
- Choose *Employee Self-Service*
- Select *Benefits and Payment*
- Click the *W-2 Statement* option
- The 2022 W-2 statement should auto populate for you, but you may also select previous years utilizing the *Date Selection: W-2 Year* navigation options.

Password/Login Help: If you have trouble logging in to the [My IRIS Web Portal](#) because your password has expired, please contact the IT helpdesk at x4000 for assistance with resetting your password for these purposes.

If a current University employee has not opted to discontinue receipt of paper W-2s, a hard copy has been mailed to their home/U.S. Postal Service Address as recorded in the IRIS Payroll System. If the address on file in the IRIS Payroll System is incorrect and the W-2 is returned as undeliverable mail to the University of Tennessee, an electronic copy or corrected W-2 can be requested by emailing payroll@tennessee.edu for assistance from the UT System Payroll, Benefits & Retirement Office. Please include your full name, last 5 digits of your social security number, and date of birth in e-mails requesting copies of your W-2 to assist with identity confirmation. The UTC Office of Human Resources does not have access to employee W-2 documents. All requests for copies must be made by following the instructions outlined above.

Current University employees may update their address on file in the IRIS Payroll System by following the instructions outlined below:

- Log in to [My IRIS Web Portal](#) using your NetID and Password
- Choose *Employee Self-Service*
- Select *Personal Information*
- Click the *Personal Data Form* option and edit the desired fields

Current University employees may opt out of receiving paper W-2s for future calendar years by following the instructions outlined below:

- Log in to [My IRIS Web Portal](#) using your NetID and Password
- Choose *Employee Self-Service*
- Select *Benefits and Payment*
- Click the *W-2 Opt Out of Paper* option and complete the form

Terminated Employees may request an electronic copy of their W-2 by emailing

payroll@tennessee.edu for assistance from the UT System Payroll, Benefits & Retirement Office. They must include their full name, last 5 digits of their social security number, and date of birth in e-mails requesting W-2s to assist with identity confirmation. The UTC Office of Human Resources does not have access to employee W-2 documents. All requests for copies must be made by following the instructions outlined above.

Internal Revenue Service (IRS) Form W-4 (Employee's Withholding Certificate)

New University employees are required to complete IRS Form W-4 to designate tax withholding declarations used by the payroll system when calculating federal income tax withholding. When hiring new temporary, student/graduate assistant, or adjunct employees, please use the 2023 W-4 on the [HR Forms](#) webpage. As a reminder, to ensure hiring departments are utilizing the most current HR forms, hiring departments should save the HR Forms webpage as a shortcut rather than saving individual forms to their desktop.

Current University employees are not required to complete a new W-4, but may choose to update their W-4 to change the tax withholding declarations, if desired, by following the instructions below:

Log in to [My IRIS Web Portal](#) using your NetID and Password

- Choose *Employee Self-Service*
- Select *Benefits and Payment*
- Click the *W-4 Tax Withholding* option and complete the form

Thank you,

Office of Human Resources