

**2024 W-2 Statements Will Be Distributed Via Postal Mail Only
Update Your Mailing Address in IRIS by December 1, 2024**

The University's new enterprise resource planning system, known as DASH, will be replacing IRIS at go-live on January 6, 2025. This will impact employees' electronic access of W-2s (Employee Wage and Tax Statements) in IRIS.

Due to the implementation of DASH and discontinuation of IRIS, all W-2 Forms for the 2024 calendar year will be mailed directly to the home mailing address currently on file in IRIS. 2024 W-2s will not be accessible online for employees.

Employees are encouraged to confirm or update their current mailing address by logging into the IRIS Web Portal by December 1, 2024:

1. Log into the [IRIS Web Portal](#) using your UTC ID and password.
2. Navigate to the **Employee Self Service** folder, select **Personal Information and Personal Profile**.
3. Confirm your Permanent Residence is accurate, and select the pencil icon to edit your information, if necessary. This will be the address to which your 2024 W-2 Form will be sent for filing your taxes in 2025.

Employees may also view and update other important information via the IRIS Web Portal, such as your emergency contact, preferred name, beneficiaries, etc.

Password/Login Help: If you have trouble logging into the [IRIS Web Portal](#) because your password has expired, please contact the IT helpdesk at x. 4000 for assistance with resetting your password for these purposes.

Please contact the Office of Human Resources at UTCHumanResources@utc.edu or (423) 425-4221 if you have any questions or concerns.

Thank you,

Office of Human Resources