

Important information is provided below regarding access to W-2s (Employee Wage and Tax Statements) for current and former University employees.

Distribution of 2025 W-2s for Current Employees

For your convenience, 2025 W-2 statements will be mailed by the end of January to home addresses on file in DASH as of January 15, 2026. As always, it is important that you make sure your home address is current and accurate in DASH to ensure you receive communications in a timely manner.

Simplifying the 2025 W-2 Process with 24/7 Access

To make the W-2 process as simple and convenient as possible, this year ADP* will also offer 24/7 access to your W-2 statements through the ADP W-2 Services website. Once you complete your registration with ADP, you'll be able to easily access your W-2 statement anytime, anywhere.

**ADP is the Payroll, HR, and Tax service company contracted by UT to provide specific payroll-related services. These include managing W-2 statements for tax purposes.*

How to register for ADP W-2 Services: [Click HERE](#) for a step-by-step guide to support your navigation of the instructions below.

1. Visit <https://my.adp.com>
2. Select **Get Started**
3. Choose **I Have a Registration Code**
4. Enter the registration code: **UTENN-REGISTER**
5. Enter your name and confirm **W-2 Services** is selected
6. Complete the required identity verification using:
 - a. Tax Year
 - b. Employee ID (8-digit person number, including leading zeros).
Person number may be found in DASH via the following two methods:
 - Employee PAYSLLIP
[DASH: Me > Pay > My Payslips > Payslip Preview](#)
 - DASH Employee Self Service
[DASH: Me > Show More > Employment Info.](#)
Person number will be in the Assignment section under the "Person Number" sub-header

- c. Company code: **56H**
- d. Employee's ZIP code
- e. Full Social Security Number

Employees will be asked to complete one additional verification step, such as confirming a U.S. mobile phone number or email address. During registration, employees will create a password and receive a system-generated User ID. Once registration is complete, please consider bookmarking <https://my.adp.com> for future access.

Replacement W-2s for Current and Former Employees

If the address on file in the DASH System is incorrect and the W-2 is returned as undeliverable mail to the University of Tennessee, an electronic copy will be available via ADP as outlined above, or a hard copy corrected W-2 can be requested from the UT System Office of Payroll, Benefits & Retirement Office by following the instructions outlined below. Mailed W-2s should be received by February 14, 2026. If a W-2 is not received at an employee's home address by that date, they may request a replacement copy from the UT System Office of Payroll, Benefits and Retirement Administration by following the instructions outlined below.

It is important to note, the UTC Office of Human Resources does not have access to employee W-2s. All requests for these statements must be directed to the UT System Office of Payroll, Benefits and Retirement Administration as outlined below.

W-2s for Years Prior to 2025

Current and former employees may request a copy of their prior year W-2s from the UT System Office of Payroll, Benefits & Retirement Administration by following the instructions outlined below. The UTC Office Human Resources does not have access to employee W-2s in DASH.

Instructions for Requesting W-2s from the UT System Office of Payroll, Benefits and Retirement Administration:

All W-2 statement requests must be made by emailing payroll@tennessee.edu.

W-2 Requests must include the following information:

- Full name
- Last 5 digits of your social security number (SSN)
- Date of birth (DOB)
- List the years for W-2s you are requesting

NOTE: If requesting to receive mailed copies of W-2 statements, please include a current and complete mailing address with your request. Otherwise, W-2s will be sent to the requestor through encrypted e-mail.

Additional Resources

[DASH Step Guide: Update Home Address](#)

[DASH Step Guide: How to Update and Manage Your Pay and Tax Information](#)

Questions regarding the information outlined above may be directed to
UTCHumanResources@utc.edu.

Thank you,
UTC Human Resources