

## University of Tennessee Employee Self Service

The Employee Self Service (ESS) Site has new features and transactions to better serve you.

All employees have immediate access to the following information. The new services are:

1. View Leave Balances – a display of an employee’s current leave balances at a glance
2. Leave Overview – the ability to look at recent leave activity and view leave balances
3. Time Statement with Date Selection – a detailed listing of all recorded hours between any two dates
4. Time Statement with Period Selection - a detailed listing of all recorded hours for a specific month
5. Personal profile – a display of an employee’s basic information in IRIS, including addresses, org assignment, education, and direct deposit information
6. Direct update of Emergency Contact Address – Within the personal profile, an employee may add or change their Emergency Contact information
7. Link to the Personal Data Form (PDF) – allows employees to initiate a paper form to change other fields
8. Online Pay Statement – view an employee’s monthly or biweekly pay statement (replaces current statement)
9. Personalized Benefit Statement – view an employee’s benefits statement (replaces current statement)
10. Re-Print W-2 Tax Statement – view or print an employee’s yearly tax statement (replaces current statement)
11. W-4 Tax Withholding – view, create, or change information.

These services will be available on the IRIS portal, on the Employee Self-Service tab where the Online Pay Statement is found. Here’s how:

1. Sign into the IRIS portal: <https://utap1.tennessee.edu/iri/portal> **using your NetID and NetID password.**
  - a. New Employees will receive their NetID after in-processing with HR
2. Click on the tab labeled “Employee Self Service”.

For Questions: Courtney Maricle-Frazier, UTSI IRIS Coordinator

[cmaricle@utsi.edu](mailto:cmaricle@utsi.edu)

Ext. 3-7267

**For your convenience we have attached a list of Frequently Asked Questions.**

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