

## 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)

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”.
3. Click on any of the three menu items to see the related transactions.

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

The University of Tennessee

Employee Self Service (ESS) Applications

Frequently Asked Questions

1. What is ESS?
  - a. ESS or Employee Self Service is an extension of IRIS allowing employees to view and change data about themselves, from virtually anywhere in the world. This service is web based therefore there is no need for the client to be installed on your desktop.
  
2. What can I do in ESS?
  - a. Currently you may:
    - i. View and print a copy of your current and past pay statements
    - ii. View and print your personalized benefit statement
    - iii. Re-print your W-2 for current and prior years
    - iv. View information about yourself including home address, organizational information, education, and direct deposit details
    - v. Update your emergency contact information
    - vi. View your leave balances
    - vii. View your recent leave activity
    - viii. View and print a monthly time statement listing all hours worked and leave taken, leave accruals, etc
  
3. Who can use it?
  - a. Any current regular, term, or student employee may access this information. Recently terminated and retired employees will also have access to a limited subset of these applications.
  
4. How do I access it?
  - a. Access to ESS is available thru MyIRISWeb, the administrative portal of the University. The url address is <https://irisweb.tennessee.edu>. From the main page, click on the "Employee Self Service" tab.
  
5. Do I need access to the IRIS system in order to use ESS?
  - a. No, you can use your NetID and password to access ESS.
  
6. What do I use for an ID and password?
  - a. To get access into the portal, use your NETID and password. An IRIS logon is not required.

7. When I click on one of the applications, nothing happens. What do I do?
  - a. This may be a browser security feature. Add the portal url ([https://\\*.tennessee.edu](https://*.tennessee.edu)) to your Trusted Sites in your browser settings.
  
8. I can only change certain fields of my personal data. How do I change my home address, direct deposit information, or other fields?
  - a. Only certain fields are allowed to be changed thru ESS at the current time. To change other fields you must go thru the normal process of contacting either the campus HR office or Payroll office, or working thru your departmental bookkeeper.
  
9. Will all browsers work with ESS?
  - a. No. Internet Explorer 9 is the recommended browser version. Also, Chrome, Firefox, and Safari seem to work without any reported issues. We have had trouble with Internet Explorer 10, 64 bit version and do not recommend its usage.