IRIS Web Portal

The IRIS Web Portal provides University of Tennessee employees with access to various Employee Self-Service (ESS) functions, such as **online pay statements**, W-2 forms, personalized benefits statements, and W-4 tax withholding information. In addition, the IRIS Web Portal serves as a launching platform to other University software solutions using the tabs found at the top of the IRIS Web Portal screen.

UT employees log in to the IRIS Web Portal using their NetID and NetID password, and the links below include additional information and resources related to the IRIS Web Portal:

- IRIS Web Portal Login Page
- Introductory IRIS Web Portal Video
- Additional IRIS Web Portal Information
- IRIS Web Portal Frequently Asked Questions
- NetID and NetID Password Assistance

Employee Self-Service Tab

The Employee Self-Service (ESS) tab in the IRIS Web Portal provides access to many important resources for UT employees. The ESS tab allows UT employees to review, and in some cases, update or process their own information and records in one central location. After clicking on the ESS tab, the ESS page displays and includes several important sections and a "Most Frequently Used" action list found on the right-hand side of the page.

The link below highlights the additional pages and features accessible from the ESS tab:

- Additional IRIS Web Portal Information

Online Pay Statements

Online pay statements are accessible from the Employee Self-Service (ESS) tab in the IRIS Web Portal. UT employees can review, download and/or print the current and previous online pay statements after clicking on the "Online Pay Statement" link from the ESS page. An email notification is also sent to a UT employee's University email address prior to each pay date.

The link below provides additional information about online pay statements:

- Additional Online Pay Statement Information

Other Tabs

The other tabs found at the top of the IRIS Web Portal screen provide direct access to additional University-managed and external systems, many of which are explained further at the link below:

- Additional IRIS Web Portal Information

IRIS System

IRIS is the University-branded "Enterprise Resource Planning" (ERP) system that provides financial, human resources, payroll, procurement, and budgeting functionality for all UT campuses and institutes. The underlying system is an SAP system, and "IRIS" is the University's custom branding of SAP. IRIS was first implemented for UT in 2001.

Planning and preparation is currently in progress on the "DASH" (Dynamic Administrative Systems for Higher Ed) project, which will include the business functions currently handled by IRIS and can be expanded beyond, if required. DASH will replace IRIS during the summer of 2024, and the underlying cloud-based system for DASH is an Oracle system. A "Friends of DASH" website is available for UT employees and includes additional information and updates about this project. UT employees can use this website to become a "Friend of DASH" and receive project updates.

Throughout UT, designated IRIS users handle the entry, review or approval of various work items in the IRIS system. Designated IRIS users are granted access through a user request and IRIS workflow approval process that UT departments initiate. Additional resources and information for accessing the IRIS system as a designated IRIS user are included in this document. A detailed "Business Management Guide" is also available from UT System Audit and Compliance.

IRIS Administrative Support Website

The IRIS Administrative Support website is a primary resource for all designated IRIS users and is a recommended starting point for anyone who is new to using the IRIS system.

- IRIS Administrative Support Website
- Requesting IRIS Access for Designated IRIS Users Information

IRIS Users Listserv

The IRIS Users Listserv is an electronic mailing list that IRIS Administrative Support and other UT central offices use to provide updates about a variety of topics, including changes to IRIS functionality, revisions to UT policies, reminders of upcoming University-wide deadlines, and scheduled maintenance outages that impact the IRIS system and/or related IRIS platforms.

The link below includes the IRIS Users Listserv groups for each UT campus or work area:

- IRIS Users Listserv Subscription Page

IRIS Help Website

A dedicated IRIS Help website is also available, which features hundreds of step-by-step recorded video lessons and detailed PDF instructional documents. The IRIS Help website is categorized by topic, and a "Search" field is available at the top of each page. When working in the IRIS system, clicking **Help >> Learning Content** from the main menu bar will open a new Internet browser window or tab and provide access to the available IRIS Help content for that topic.

- IRIS Help Website

Online IRIS Courses

Online IRIS courses are available for UT employees to take in the K@TE Learning Management System at their own pace and as their schedule allows. Once logged in to K@TE, UT employees can click on the "Quick Links" icon from the Home page and then click on the "IRIS Courses" icon to access a complete list of the online IRIS learning opportunities available in K@TE.

Additionally, the IRIS Customer Support Team hosts monthly "IRIS Helpdesk Office Hours" sessions virtually through Zoom, which are recorded for UT employees to review in K@TE at a later time. The IRIS Helpdesk Office Hours sessions are available for registration in K@TE as well.

- Online IRIS Course Links and Information

IRIS Software

The IRIS software, which is also referred to as the "SAPGui" software, is downloaded directly on the computer and launched from the "IRIS" tab in the IRIS Web Portal. (A completely web-based "Web SAPGui" version is also available on the same page.) A user request must be submitted and approved through an IRIS workflow approval process before access to the IRIS system is granted, and user requests are updated back to the IRIS Web Portal with an overnight process.

The latest version of the IRIS/SAPGui software is always available at the first link included below. Step-by-step instructions for installing and launching the IRIS/SAPGui software from the IRIS Web Portal and accessing the IRIS system remotely are provided at the other links below:

- SAPGui Software Download Website
- Installing the SAPGui Software Instructions
- Launching the IRIS System from the IRIS Web Portal Instructions
- Accessing the IRIS System Remotely

IRIS Frequently Asked Questions

An IRIS "Frequently Asked Questions" (FAQs) Knowledge Base is an additional resource when looking for answers to IRIS-related questions. This online resource features more than 100 FAQs, and the FAQs are organized under multiple categories.

- IRIS Frequently Asked Questions Knowledge Base

IRIS Help Ticketing System

If UT employees are unable to find the answer to IRIS-related questions using one of the resources highlighted in this document, an online IRIS Help ticketing system is available. After submitting an online IRIS Help ticket, someone from the IRIS Team will contact the originator to assist with the question or issue.

- IRIS Help Ticketing System