New UT Student or Student Assistant Process (2022)

A UT Student is a student that is actively enrolled at a UT institution, and will be working and paid by UTHSC. Below are the required documents that Human Resources will need for final payroll entry. Effective September 12, 2022 new UT students will need to be processed via IRIS. Please see instructions below.

1. The department will process the Student Hire-E-Form electronically with IRIS transaction: **ZHR_STUDENT_HIRE**
   a. The electronic form replaces the paper UT Student Assistant Short Form
2. Student Packet (Department will keep the student packet, **DO NOT SEND TO HR**)
   a. W-4 Form
   b. Designation of Beneficiary (Review Only, student will submit electronically)
   c. Direct Deposit (Review Only, student will submit electronically. Please do not send any direct deposit information)
   d. Complete online I9: https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.ascx?Employer=17617
3. Once the I-9 has been completed, Human Resources will send pages 1 and 2 of the I-9 and supporting work authorization documents along with the E-Verify approval to the departments. The department will be able to complete the form and save it without submitting it. **Due to a large number of students being hired, departments will need to request the I-9 documents by contacting Anesha Jones and/or Melissa Rabalais.**
4. Once the department receives the I-9 information from HR, the W-4 and I-9 documents will need to be uploaded. The workflow notes will be deleted when you save without submitting them for approval and will need to be re-entered.
- Please review the links and attached process below for more detailed information.
   o https://tennessee.enable-now.cloud.sap/wa/h771df2c4/~tag/published/media/M_3105DA80CDC36C9C/document.pdf
- Student Hire reform Process Review:
   o https://iris.tennessee.edu/
   o Under Functions, Select HR/Payroll
   o Under Human Resources/Payroll, Select Human Resources Documentation (All)
   o Under Human Resources, Select Human Resources Transactions
   o Scroll down to Documents
   o Select Student Hire eForm Documentation to review step by step process

FINAL I-9 VERIFICATION MUST BE COMPLETED AT THE MAIN HR OFFICE LOCATED AT:
910 Madison Ave 1st Floor
Memphis, TN 38163
901-448-5600
Hours 8a-3p

STUDENTS WILL NEED TO BRING A WORK AUTHORIZATION DOCUMENT FROM LIST A
OR
WORK AUTHORIZATION DOCUMENTS FROM LIST B AND C

PLEASE REFER TO LISTS OF ACCEPTABLE DOCUMENTS.

FAILURE TO COMPLETE THIS STEP WILL CAUSE A DELAY IN PAYROLL ENTRY.

For student entry questions, please contact Payroll at 901-448-5574.
For I-9 questions, please contact Anesha Jones (ajone248@uthsc.edu) or Melissa Rabalais (mrabalai@uthsc.edu)

STUDENT HIRE E-FORM - ZHR_STUDENT_HIRE

The new Student E-Form, IRIS transaction ZHR_STUDENT_HIRE, is designed to offer a streamlined process for onboarding undergraduate student workers/rehires in the IRIS system. The new functionality allows the user to input the necessary information and allows attachments for documentation.

This documentation will walk the user through each step of the process and will include screenshots for easy identification.
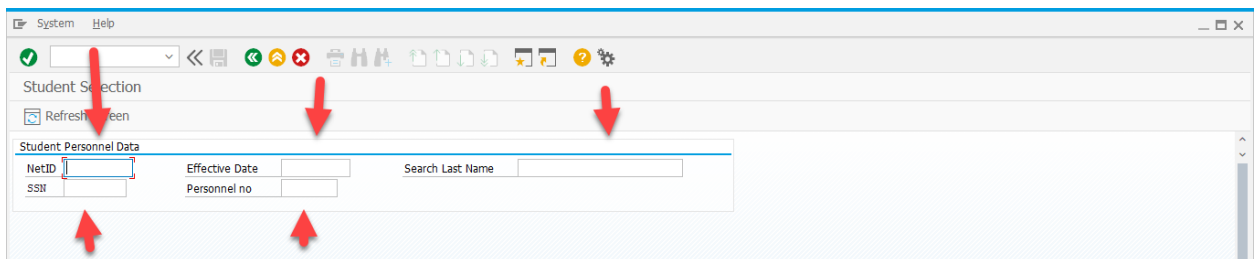
OVERVIEW

In order to successfully complete each transaction you will need:

- The NetID or SSN of the student or the personnel number of the rehire
- Student's address, phone, and other personal information such as gender, nationality, marital status, nationality, etc. as well as the W-4, I-9, Disclosure Form, and Direct Deposit information. Rehires should have most of that information preloaded into the system and will only need updated as necessary.
  - **Authorization of Disclosure and Direct Deposit are not required documents in order to submit into workflow, however those options are available.**
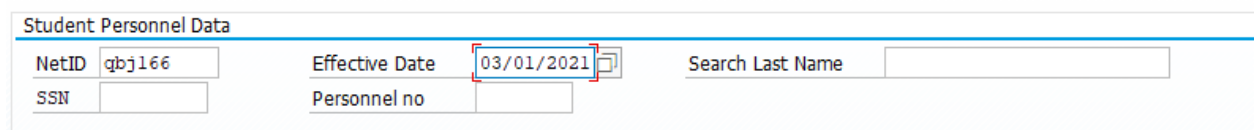
STEP 1 - STUDENT SELECTION SCREEN

The first screen in the transaction is the "Student Selection" screen. New hires may be input by NetID, SSN, "Search Last Name", or "Personnel no". "Effective Date" must be selected in order to complete this initial process.

In the example below the NetID and effective date have been entered. Select ✅ in order to continue to the next screen or "Enter" on your keyboard.

STEP 2 – STUDENT HIRE CREATION

In this step, the student name pre-populates as you begin. This transaction is designed to be "one stop" as all information needed to successfully onboard a new hire is included. Here you can attach the I-9, W-4, Disclosure Statement, and Direct Deposit information, as well as input Ethnicity, Birthdate, Gender, Address, Phone, etc.

INPUT SCREEN

Below is an example of the data that will need to be submitted before the form can proceed in workflow. While NetID, Effective Date, first and last name and Work Schedule are pre-populated, most of the remaining fields will need to be entered. The following fields are required:

- Ethnicity
- Birthdate
- Gender
- % Full Time
- Work Schedule – There are only two work schedules available for UT Student Assistants; HOUR-DAY and BIW-STD.
- Race
- Marital Status
- Nationality
- Complete address
- Telephone

Student Personnel Data

NetID	QBJ166	Effective Date	03/01/2021	
SSN		Personnel no		

Personal Data

Last Name	Doe	Form of Addr		
First Name	Jonathan		Ethnicity	Not Hispanic/Latino
Middle Name				
Suffix				
Birthdate	01/01/2000	Gender	M Male	% Full Time 50	Work Schedule HOUR-DAY

Race:
- ☐ R1 American Indian or Alaskan
- ☐ R2 Asian
- ☐ R3 Black or African American
- ☐ R4 Native Hawaiian or Other
- ☑ R5 White
- ☐ No Disclosure

Marital Status	Single	Authorization of Disclosure	1	Nationality	US

Addresses

Home Address   Emergency Contact

ss

555 Main Street

Knoxville	State	TN Zip 37922
Knox Country US	District	
865 Telephone 555-5555		

At the bottom of the screen, the "Position/Cost Distribution" section must also be complete. There are two tabs: "Position" and "Cost Distribution".

The Position Percentage total cannot exceed the % Full Time entered under Personal Data. An employee can be hired into multiple positions across departments. Each department that has a position listed will be routed the work item for approval. For the Cost Distribution screen, all positions and their Responsible Cost Center will automatically be added to the Cost Distribution. However, the Cost Center can be changed and multiple funds can be added for an individual position. The total of the Cost % must add up to 100%.

Postion/Cost Distribution

Position	Cost Distribution

Primary	Position	Pos Pct.
☑	50005000	50.00

Postion/Cost Distribution

| Position	Cost Distribution

Position	Cost Center	WBS Element	Rate	Cost %
50005000	E010138		11.00	100.00

Once all fields and attachments are complete, select either "Save Without Submitting", or "Submit for Approval", which sends the form into workflow.

ACTION BUTTONS

At the top of the page a series of "Action Buttons" are provided that allows submitting for approval, saving without submitting, and attachments of new hire forms.
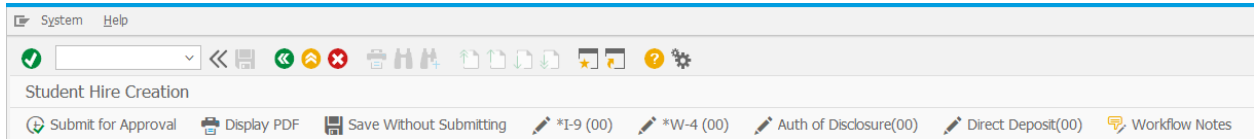
- **Submit for Approval**

Once the form is completely filled and accurate, select "Submit for Approval". The system will generate an error message if all required fields have not been filled. In order to alleviate inaccuracies later in workflow, it is recommended that the form be checked for input errors before submitting. This button submits the document into workflow.

- **Display PDF**

This functionality generates a printable PDF of the form, as needed. An error message is displayed if all fields are not complete.

- **Save Without Submitting**

"Save Without Submitting" allows the form to be saved, such as in the case of having incomplete information, without losing the entered data. The form will not be submitted into workflow with this option.

- **I-9**

The I-9 button allows the attachment of the I-9 form. This form is required for submission to workflow. Only one attachment for the I-9 is allowed so the I-9 and any supporting documentation should be consolidated into a single PDF. It generates a pop-up window as seen below.
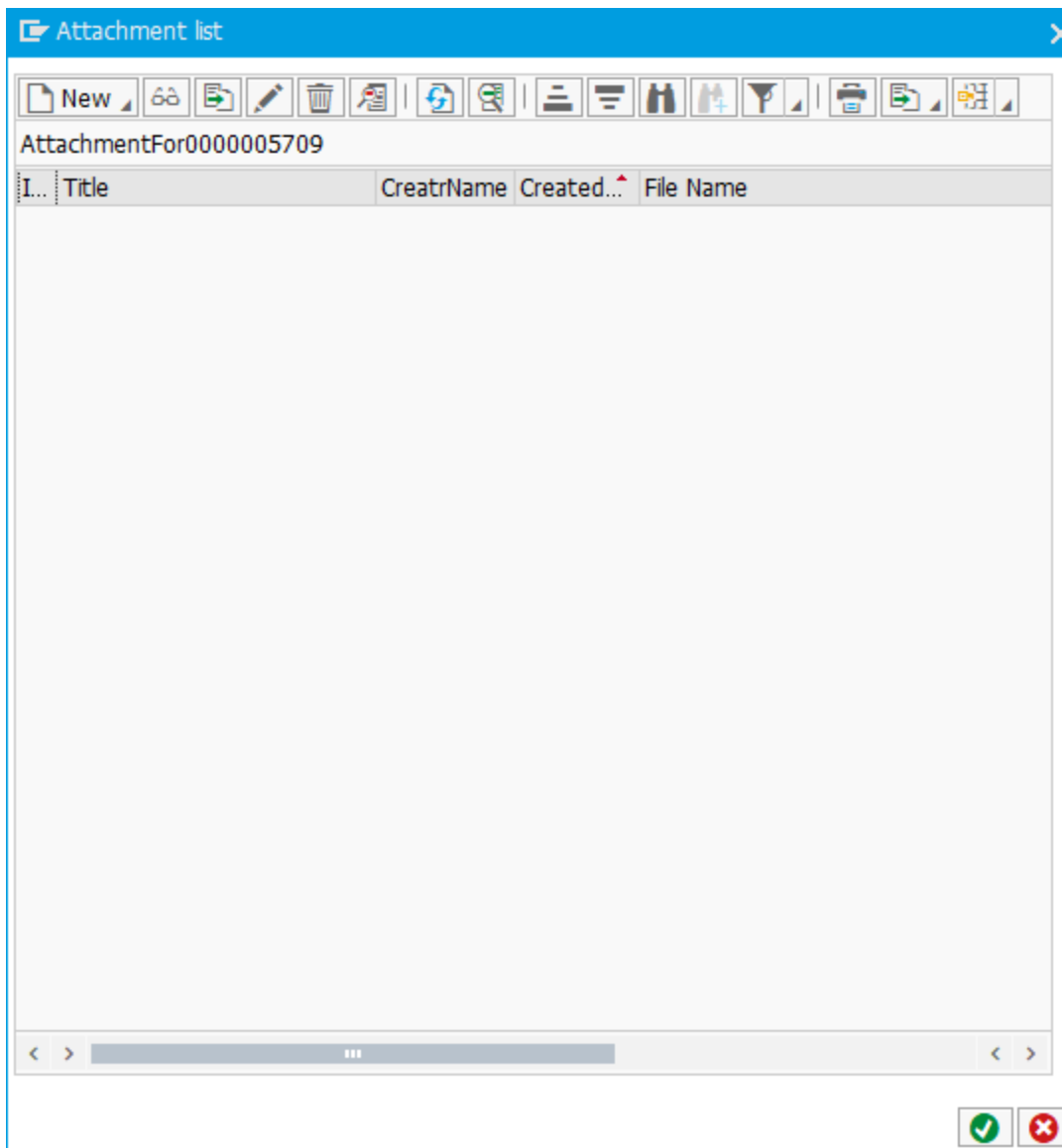
To create the attachment, select ![New] in the upper left hand corner of the screen. It will then generate a new pop-up as seen below. Options include "Drag & Drop" or "HR e-Form Attachment (PDF)". As the command states, the form must be in a PDF format.

Select ✓ to complete the attachment. The command generates a new window, as shown in the screenshot below.

Unless the form has been filled completely with the correct address, phone, position % and all other required fields, an error message is created.
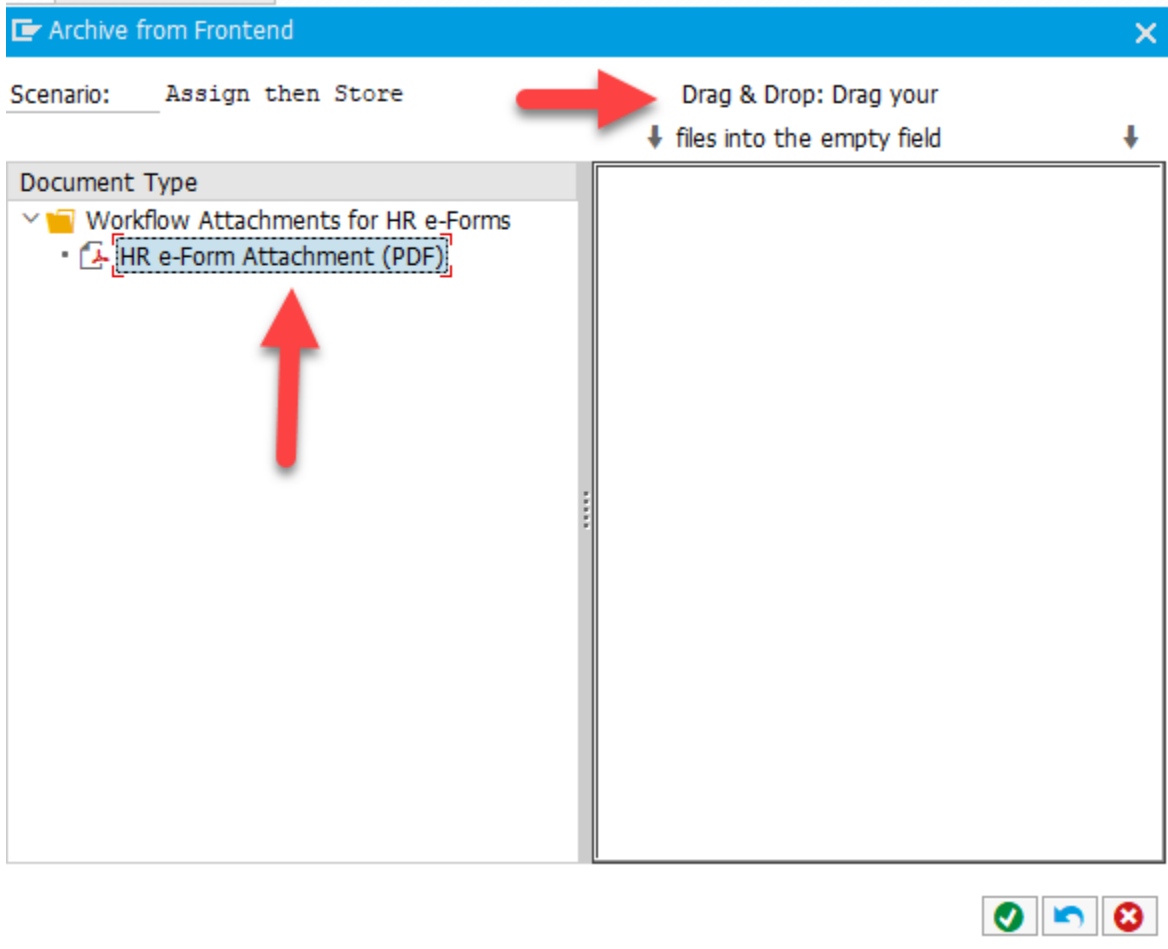
- **W-4, Auth of Disclosure, Direct Deposit**
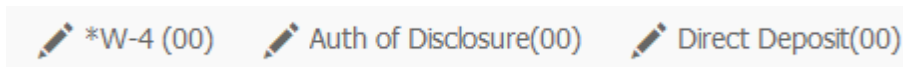
These buttons operate in much the same way as "I-9", again allowing for PDF attachments. All documents should be attached before selecting "Submit for Approval". If information is incomplete it is recommended to "Save Without Submitting".

- **Like the I-9, the W-4 attachment is required for submission to workflow.**
- **The Authorization of Disclosure document is only required if a value other than "4 – Not Declared" is selected. If values 1,2, or 3 are selected an Authorization of Disclosure is required at some point during workflow. This document is not necessary for submission regardless of the value.**
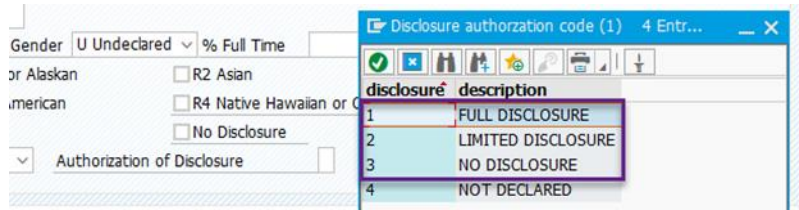
- **Direct Deposit**   Direct Deposit(00)

  This documentation is not required for submission. However, if the employee wants to be paid by direct deposit, the Direct Deposit document needs to either be attached here prior to submitting to workflow or sent directly to payroll.
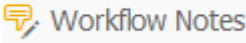
- **Workflow Notes**   Workflow Notes

Workflow notes allows the user to submit a message into the system that may be relevant for the workflow, however this is not required for submission. An example of a workflow note may be "Needs Direct Deposit Documentation" or any other information deemed necessary.

Direct Deposit information needs to be attached.
By: ____   20210308 153308

tered By: _____ _____   On: 03/08/2021 15:33:12
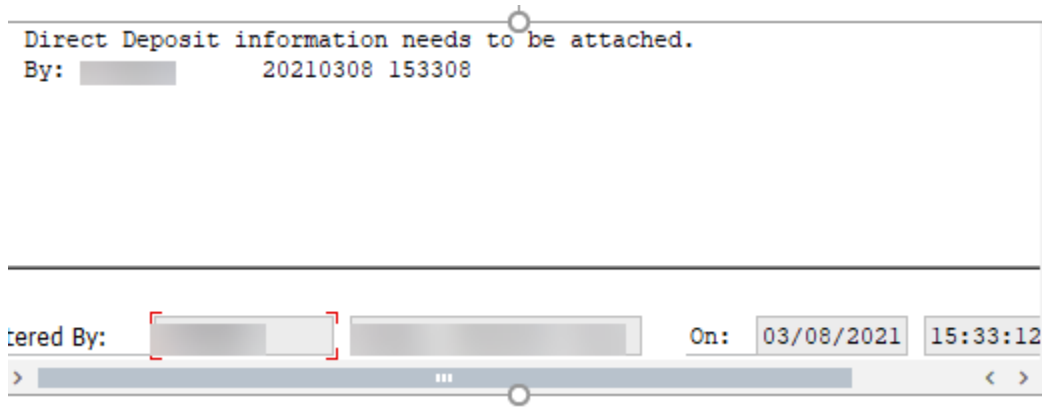
WORKFLOW TRACKING

The transaction **ZWF_HISTORY** may be used to track workflow. Using the workflow tracking number for a new hire, or the personnel number for a rehire, the transaction shows the history of the work item and where it is currently located.

The workflow tracking number can be found when the form is submitted into workflow.

The workflow route is **Departmental Approver>College Reviewer (if applicable)>College Reviewer (if applicable)>HR>Payroll**. If a form has been rejected, it must then be revised and resubmitted.

Once a form is approved by HR, the originator of the work item will receive an email notifying them that the employee has been successfully hired and it will include the student's personnel number.

The hire of ███████████ has been fully approved.

███████████ is an active employee effective 03/04/2021
Personnel Number: 00900107

REHIRES

The procedure for student rehires is much the same as for new hires. After inputting NetID, personnel number, and effective date into the "Student Selection" screen, the "Student Hire Creation" screen appears as in the example below. However now much of the student's information pre-populates. This is an opportunity to make any corrections such as new address, phone, etc. and allows for new tax forms, direct deposit, and authorization forms (if applicable) to be attached. The procedures are the same as described.

The "Position/Cost Distribution" fields are left blank and must be filled before "Submit for Approval" is selected.

Postion/Cost Distribution

Position | Cost Distribution

Primary	Position	Pos Pct.
☑		

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization

1. U.S. Passport or U.S. Passport Card
 	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
 	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
 	
4. Employment Authorization Document that contains a photograph (Form I-766)
 	
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
  a. Foreign passport; and
  b. Form I-94 or Form I-94A that has the following:
    (1) The same name as the passport; and
    (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
 	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
		
		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
		
		3. School ID card with a photograph
		
		4. Voter's registration card
		
		5. U.S. Military card or draft record
		
		6. Military dependent's ID card
		
		7. U.S. Coast Guard Merchant Mariner Card
		
		8. Native American tribal document
		
		9. Driver's license issued by a Canadian government authority
		
		For persons under age 18 who are unable to present a document listed above:
		
		10. School record or report card
		
		11. Clinic, doctor, or hospital record
		
		12. Day-care or nursery school record
				1. A Social Security Account Number card, unless the card includes one of the following restrictions:
				  (1) NOT VALID FOR EMPLOYMENT
				  (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
				  (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
				
				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
				
				3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
				
				4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
				
				5. Native American tribal document
				
				6. U.S. Citizen ID Card (Form I-197)
				
				7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
				
				8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2023

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number

Address

City or town, state, and ZIP code

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.

(c) ☐ Single or **Married filing separately**
☐ **Married filing jointly** or **Qualifying surviving spouse**
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . ☐

TIP: If you have self-employment income, see page 2.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be $200,000 or less ($400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by $2,000 $ _____		
	Multiply the number of other dependents by $500 . . . . . $ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	**3**	$

Step 4 (optional): Other Adjustments	(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	**4(a)**	$
	(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	**4(b)**	$
	(c) **Extra withholding.** Enter any additional tax you want withheld each **pay period** . .	**4(c)**	$

Step 5:

Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

_____
Employee's signature (This form is not valid unless you sign it.)

Date _____

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 **and** you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

Your privacy. If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds $160,200 for a given individual.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

   If you (and your spouse) have a total of only two jobs, you may check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.

> **⚠ CAUTION** *Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.*

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

   Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

   Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

   Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet *(Keep for your records.)*

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables.

1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . **1** $ _____

2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

    a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . **2a** $ _____

    b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . **2b** $ _____

    c Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . **2c** $ _____

3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . . . **3** _____

4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . **4** $ _____

Step 4(b)—Deductions Worksheet *(Keep for your records.)*

1 Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income . . . . **1** $ _____

2 Enter: { • $27,700 if you're married filing jointly or a qualifying surviving spouse • $20,800 if you're head of household • $13,850 if you're single or married filing separately } . . . . . **2** $ _____

3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . **3** $ _____

4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . **4** $ _____

5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . **5** $ _____

Married Filing Jointly or Qualifying Surviving Spouse

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$0	$850	$850	$1,000	$1,020	$1,020	$1,020	$1,020	$1,020	$1,020	$1,870
$10,000 - 19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
$20,000 - 29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
$30,000 - 39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
$40,000 - 49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
$50,000 - 59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
$60,000 - 69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610
$70,000 - 79,999	1,020	2,220	3,340	3,540	4,720	5,750	6,750	7,750	8,750	9,750	10,750	11,610
$80,000 - 99,999	1,020	2,220	4,170	5,370	6,570	7,600	8,600	9,600	10,600	11,600	12,600	13,460
$100,000 - 149,999	1,870	4,070	6,190	7,390	8,590	9,610	10,610	11,660	12,860	14,060	15,260	16,330
$150,000 - 239,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
$240,000 - 259,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
$260,000 - 279,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	18,140
$280,000 - 299,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,870	17,870	19,740
$300,000 - 319,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,470	15,470	17,470	19,470	21,340
$320,000 - 364,999	2,040	4,440	6,760	8,550	10,750	12,770	14,770	16,770	18,770	20,770	22,770	24,640
$365,000 - 524,999	2,970	6,470	9,890	12,390	14,890	17,220	19,520	21,820	24,120	26,420	28,720	30,880
$525,000 and over	3,140	6,840	10,460	13,160	15,860	18,390	20,890	23,390	25,890	28,390	30,890	33,250

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$310	$890	$1,020	$1,020	$1,020	$1,860	$1,870	$1,870	$1,870	$1,870	$2,030	$2,040
$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720
$60,000 - 79,999	1,870	3,600	4,730	5,860	7,060	8,260	8,460	8,660	8,860	9,060	9,260	9,280
$80,000 - 99,999	1,870	3,730	5,060	6,260	7,460	8,660	8,860	9,060	9,260	9,460	10,430	11,240
$100,000 - 124,999	2,040	3,970	5,300	6,500	7,700	8,900	9,110	9,610	10,610	11,610	12,610	13,430
$125,000 - 149,999	2,040	3,970	5,300	6,500	7,700	9,610	10,610	11,610	12,610	13,610	14,900	16,020
$150,000 - 174,999	2,040	3,970	5,610	7,610	9,610	11,610	12,610	13,750	15,050	16,350	17,650	18,770
$175,000 - 199,999	2,720	5,450	7,580	9,580	11,580	13,870	15,180	16,480	17,780	19,080	20,380	21,490
$200,000 - 249,999	2,900	5,930	8,360	10,660	12,960	15,260	16,570	17,870	19,170	20,470	21,770	22,880
$250,000 - 399,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
$400,000 - 449,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
$450,000 and over	3,140	6,380	9,010	11,510	14,010	16,510	18,010	19,510	21,010	22,510	24,010	25,330

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	$0 - 9,999	$10,000 - 19,999	$20,000 - 29,999	$30,000 - 39,999	$40,000 - 49,999	$50,000 - 59,999	$60,000 - 69,999	$70,000 - 79,999	$80,000 - 89,999	$90,000 - 99,999	$100,000 - 109,999	$110,000 - 120,000
$0 - 9,999	$0	$620	$860	$1,020	$1,020	$1,020	$1,020	$1,650	$1,870	$1,870	$1,890	$2,040
$10,000 - 19,999	620	1,630	2,060	2,220	2,220	2,220	2,850	3,850	4,070	4,090	4,290	4,440
$20,000 - 29,999	860	2,060	2,490	2,650	2,650	3,280	4,280	5,280	5,520	5,720	5,920	6,070
$30,000 - 39,999	1,020	2,220	2,650	2,810	3,440	4,440	5,440	6,460	6,880	7,080	7,280	7,430
$40,000 - 59,999	1,020	2,220	3,130	4,290	5,290	6,290	7,480	8,680	9,100	9,300	9,500	9,650
$60,000 - 79,999	1,500	3,700	5,130	6,290	7,480	8,680	9,880	11,080	11,500	11,700	11,900	12,050
$80,000 - 99,999	1,870	4,070	5,690	7,050	8,250	9,450	10,650	11,850	12,260	12,460	12,870	13,820
$100,000 - 124,999	2,040	4,440	6,070	7,430	8,630	9,830	11,030	12,230	13,190	14,190	15,190	16,150
$125,000 - 149,999	2,040	4,440	6,070	7,430	8,630	9,980	11,980	13,980	15,190	16,190	17,270	18,530
$150,000 - 174,999	2,040	4,440	6,070	7,980	9,980	11,980	13,980	15,980	17,420	18,720	20,020	21,280
$175,000 - 199,999	2,190	5,390	7,820	9,980	11,980	14,060	16,360	18,660	20,170	21,470	22,770	24,030
$200,000 - 249,999	2,720	6,190	8,920	11,380	13,680	15,980	18,280	20,580	22,090	23,390	24,690	25,950
$250,000 - 449,999	2,970	6,470	9,200	11,660	13,960	16,260	18,560	20,860	22,380	23,680	24,980	26,230
$450,000 and over	3,140	6,840	9,770	12,430	14,930	17,430	19,930	22,430	24,150	25,650	27,150	28,600

New Hire Direct Deposit Notification

The University of Tennessee System requires all employees to receive their paycheck by direct deposit. The benefits provided by direct deposit are convenience, timeliness, and security. Direct Deposits will be set up through the Employee Self-Service via IRIS portal or the UT Direct Deposit secure web site. Both sites require the use of dual factor authentication. **Direct Deposit entry must be submitted the first week of hire. Employees/students must have a NetID and Personnel # to complete the steps below. Failure to submit this information will result in a paper check.**

Employee Self-Service Entry (Option 1)

1. Go to MyUT (https://irisweb.tennessee.edu/irj/portal)

2. Select Employee Self-Service

3. Select Benefits and Payment

4. Select Direct Deposit

5. Once the web application opens select the correct payroll cycle. (i.e. Bi-Weekly or Monthly)

6. Enter "Employee Name"

7. Enter "Employee Additional Info"

8. Enter the bank routing number and account number of the "Primary Account". **Re-enter the primary bank account number, select a checking/savings preference and upload a picture or pdf of a cancelled check or letter from the bank verifying the account number.**

9. If you wish to add a secondary account or travel bank, enter the primary account details (again) and enter the secondary and/or travel bank details and upload the required information.

10. Once submitted, you will receive an email confirmation.

UT Direct Deposit secure web site (Option 2)

1. Go to https://directdeposit.tennessee.edu/authorizationrequests/ddform

2. Select Employee Self-Service

3. Select Benefits and Payment

4. Select Direct Deposit

5. Once the web application opens select the correct payroll cycle. (i.e. Bi-Weekly or Monthly)

6. Enter "Employee Name"

7. Enter "Employee Additional Info"

8. Enter the bank routing number and account number of the "Primary Account". **Re-enter the primary bank account number, select a checking/savings preference and upload a picture or pdf of a cancelled check or letter from the bank verifying the account number.**

9. If you wish to add a secondary account or travel bank, enter the primary account details (again) and enter the secondary and/or travel bank details and upload the required information.

10. Once submitted, you will receive an email confirmation.

If you have questions, please contact the UT System Payroll Office at 865-974-5251.

2/10/2022

THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

Designation of Beneficiary Electronic Form Process

In accordance with Policy HR0307 – Benefit in the Event of an Employee Death, the University will provide a benefit payment in the event of the death of a regular university employee who dies while in an active pay status, as defined in Policy HR0105 – Employment Status. A new beneficiary designation function has been added to IRIS Employee Self-Service (ESS) for all regular employees, which eliminates the need to have a paper form completed as well as witnessed and notarized. Regular employees may use this function to designate a beneficiary to receive payment for university benefits. Depending on eligibility, it may include unpaid payroll, annual and sick leave, and one month's salary. It will be paid by the university in accordance with HR0307.

To ensure that the beneficiary is up to date, we are asking all regular employees to complete the beneficiary designation in IRIS. **For new hire employees, the beneficiary electronic form must be submitted the first week of hire. Employees must have a NetID and Personnel# to complete the steps below.**

To access the **beneficiary electronic form**, log in to the IRIS web portal (https://iris.tennessee.edu/my-iris-web-portal/) and follow the instructions below:

1. Click the "Employee Self-Service" icon on the toolbar at the top of the page.
2. Click the "Personal Information" header in the center of the page.

NOTE: Be sure to allow pop-ups in your browser and only click the **Submit** button once for best performance.

1. Click the "Beneficiary Electronic Form" in the *Personal Profile* section.
2. Complete the beneficiary electronic form.
3. Click "Submit."
4. You will receive a confirmation message at the bottom of the screen after you submit your selection.
5. You may select View PDF at the top of the page to print a copy for your records ***before*** you click submit.

Please contact your local Human Resources Office or systemhr@tennessee.edu **with any questions.**

Please note that changing your university beneficiary DOES NOT change your beneficiary on your life insurance or retirement.

Beneficiaries for these plans must be changed at the links below:
Tennessee Consolidated Retirement System
401k/457
Optional Retirement Program and 403(b) Plans
Life Insurance
- Voluntary Term Life
- Basic Term Life - complete and return to utinsurance@tennessee.edu

7/22/2022