UW-Shared Services
University of Wisconsin System

International Payroll Wire Transfer Checklist

_______ 1. Click the hyperlink in the notification email.

_______ 2. Verify that the form has been filled out accurately.

- If not, deny the request for the employee to correct and resubmit or assist employee in completing the form.

NOTE: Empl Rec Number reflects Benefits primary job.
Beneficiary Account Number and IBAN are masked fields and can only be viewed by the employee and approved UW-Shared Service staff.

_______ 3. Verify that the employee is eligible based on institutional procedures.

_______ 4. Enter the funding string used to pay the cost of the wire transfer in the **Wire Fee Funding Source** field.

_______ 5. Approve or deny the form as appropriate.
NOTE: Once the form has been approved it can no longer be updated.

Additional Considerations:

- The form must be fully submitted and approved one week prior to a payroll's final calc to ensure it is process for that payroll.