International Payroll Wire Request form

NOTE: This form is for employees who work outside the USA and request payroll be sent to an international bank.

Submit a Request

1. Sign in to https://hrs.wisconsin.edu/

2. Click on the Payroll Tile.
   NOTE: If you don’t see the Payroll tile, confirm that Employee Self Service is selected.

3. Click International Payroll Wire at the bottom on the left side menu.

4. Click the Add a New Value tab.

5. The form will open with employee information filled in.
   NOTE: Do not change information in these fields, any changed fields will revert back when saved.

6. Complete the form by entering information in fields as appropriate.
   a. Bank Name (required)
   b. Bank Address (required)
   c. Account Holder name (required)
   d. Account Number (required)
      NOTE: The information in this field will only be visible to you and designated individuals at UW-Shared Services, it will be hidden from approvers
   e. Additional Reference Information
   f. If the money should be sent in US Dollars, place a mark in the checkbox.
   g. International BIC ID (Bank Identifier Code) / SWIFT Code
      NOTE: BIC ID is an 8-character code (11 if branch code included) for more information click here.
   h. IBAN if a European Country
      NOTE:
      • Countries currently using IBAN can be found here.
      • The information in this field will only be visible to you and designated individuals at UW-Shared Services, it will be hidden from approvers
   i. CLABE (Clave Bancaria Estandarizada) number is required if sending payment to Mexico

7. Click the Save button at the bottom of the page.

8. Scroll to the top of the page and click the Submit button.

9. Click OK.
   NOTE: The request will be submitted for review and approval.

10. An email will be sent once the request has been approved or denied.
    NOTE: If a request is denied, click the link in the email to access the form, make any changes and resubmit the form.
Review Submitted Request

1. Navigate to International Payroll Wire.

2. Click Search on the Find an Existing Values tab

3. The submitted form will open.
   
   **NOTE:** If multiple requests have been submitted, click the request from the list, that you would like to view.