

# 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.