******State of Kansas**

**International ACH**

***Statewide Human Resource and Payroll System***

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| **Date Created** | 9/13/2022 |
| **Version** | 1.0 |
| **Security** | * SHARP

Role: Agency Payroll Specialist |
| **Reference Informational Circulars** | * [10-P-012](https://admin.ks.gov/offices/accounts-reports/informational-messages-and-circulars/payroll-circulars/fiscal-year-2010)
* [11-P-012](https://admin.ks.gov/offices/accounts-reports/informational-messages-and-circulars/payroll-circulars/fiscal-year-2011)
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| **Purpose** | Instructions on setting up employee direct deposit to an International bank account. |
| **Important Notes** | If an employee wishes to have their pay directed to a foreign bank, they will need to establish a U.S. Bank account as a ‘pass through’ account and designate the payment as an International ACH Transactions by selecting the appropriate box on the DA-184 form. This box is the identifier that the transaction is intended to go through a U.S. bank account in full and transfer to an international banking account as the final destination. |
| **Navigation** | **SHARP > Payroll Homepage > Employee Payroll/Benefits Data > Request Direct Deposit** |
| **1.** | Enter Employee IDSelect Search.\*Before proceeding with adding any information, verify the name listed matches the name on the DA-184 form. If the name does not match, verify the employee ID is correct and reconfirm information with employee.\*If there is no existing row, refer to the Job Aid “Setting up Direct Deposit in SHARP”. |  |
| **2.** | Select **International ACH Bank Account** if the funds will be transferred to a financial institution outside of the United States. |  |