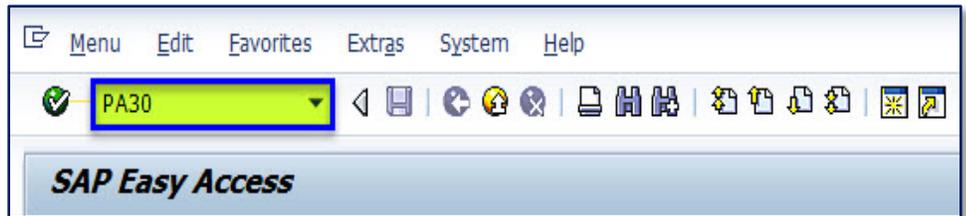


HRMS Garnishments

Create Garnishment–Support

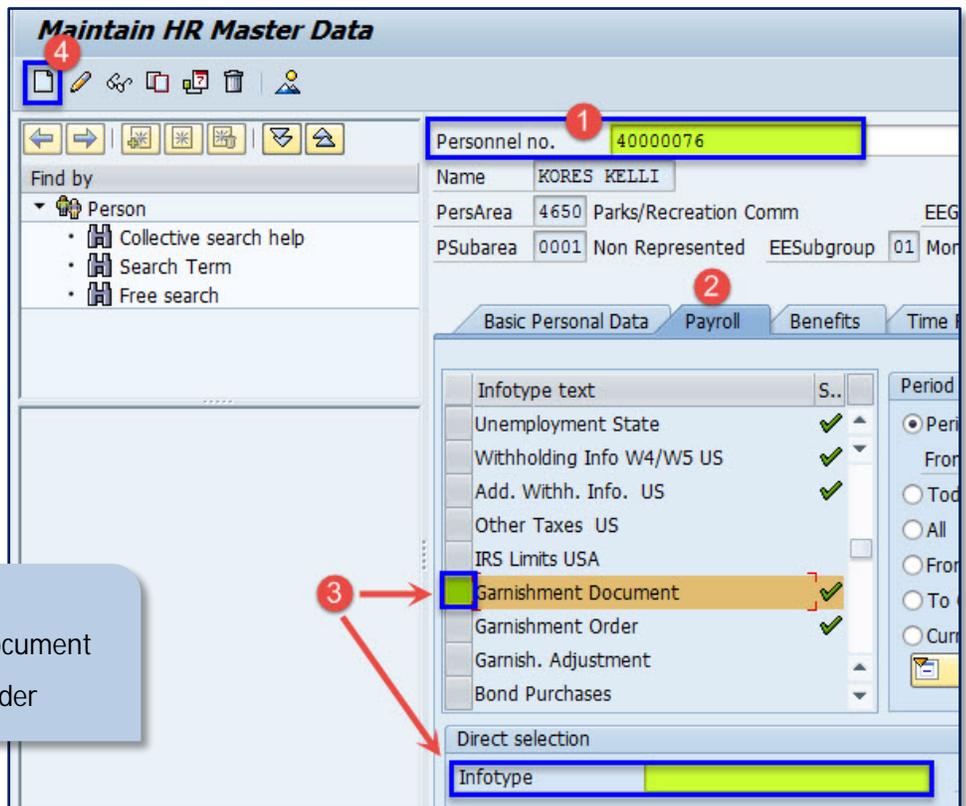
This procedure is used to create a garnishment for child support, spousal support, and/or alimony.

1. Enter transaction code “PA30” and click the  **Enter** icon.



2. Follow steps 1-4:

- 1 Enter employee's **Personnel Number**
- 2 Select the **Payroll** tab
- 3 In the *InfoType Text* list, scroll to select **Garnishment Document** OR enter the InfoType number (see box)
- 4 Click the **Create** icon



Garnishments InfoTypes:
0194–Garnishment Document
0195–Garnishment Order

Create Garnishment-Support (cont.)

3. In the **Start** field, enter the actual check date of the first check the garnishment should become active.

Leave the **to** field (end date) as 12/31/9999.

Personnel No.	40000166	Name	SMITH EMMETT
PersArea	4610	Dept of Ecology	EEGroup 0 Permanent
PSubarea	00J2	Agencywide	EESubgroup 01 Monthly(M) OT Exe... Status Active
Start	<input checked="" type="checkbox"/>	to	12/31/9999

Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	Internal no.	0003
Status	Active	Received	02/03/2015
Priority	<input checked="" type="checkbox"/>	Jurisdiction	Washington
Category	<input checked="" type="checkbox"/>		

The **Start** field may not always fall on the 10th or the 25th.

Examples:

If the 10th or the 25th falls on a Saturday, this Start date would be the day prior.

If the 10th or the 25th falls on a Sunday, this Start date would be the Monday following.

Make sure you check the state payday calendar at:

<http://hr.wa.gov/payroll/HRMS/PayrollCalendarSchedules/Pages/default.aspx>

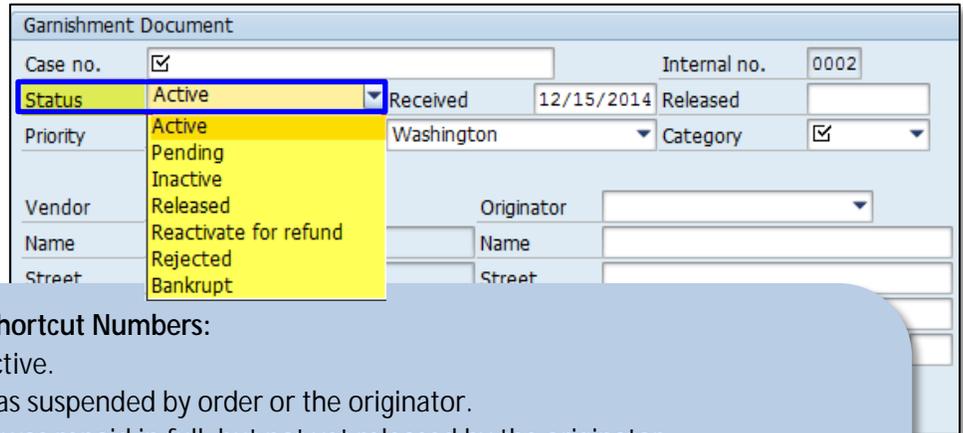
4. Enter the **Case no.** on the support garnishment.

Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	Internal no.	0002
Status	Active	Received	12/15/2014
Priority	<input checked="" type="checkbox"/>	Jurisdiction	Washington
Category	<input checked="" type="checkbox"/>		

Vendor		Originator	
Name		Name	
Street		Street	
City		City	
Zip code		State	
Plaintiff		<input type="checkbox"/> Issue Separate Check to Vendor	
Remittance	00000		

Create Garnishment-Support (cont.)

5. Select the legal **Status** from the drop-down menu.



Status Option Definitions & Shortcut Numbers:

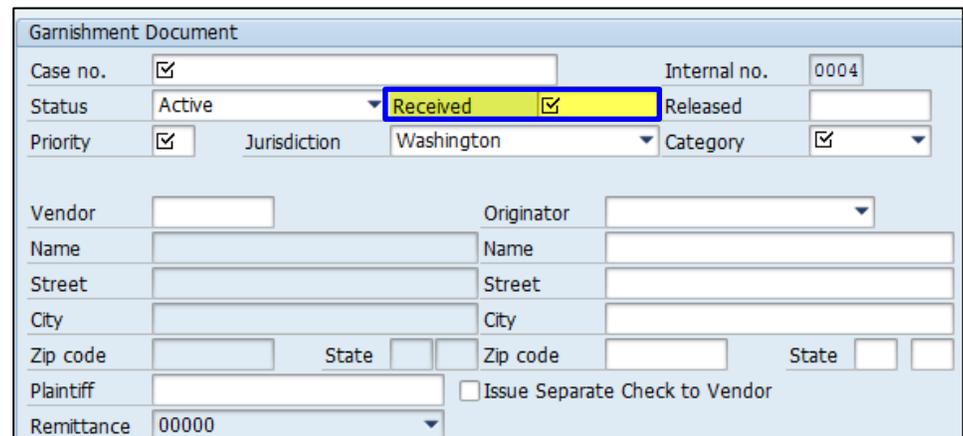
- 01= **Active**–Document is active.
- 02= **Pending**–Document was suspended by order or the originator.
- 03= **Inactive**–Garnishment was repaid in full, but not yet released by the originator.
- 04= **Release**–Garnishment has been paid in full and notification from the court/ creditor has been received by the agency.
- 05= **Re-activate for refund**–Garnishment has been reactivated for the purpose of refunding excess garnishment wages to the employee.
- 06= **Rejected**–Garnishment was issued, but employee no longer works for the agency.
- 07= **Bankrupt**–Garnishment is no longer applicable because the employee has been declared bankrupt.

6. Enter the agency received date stamped on the garnishment.

Example:

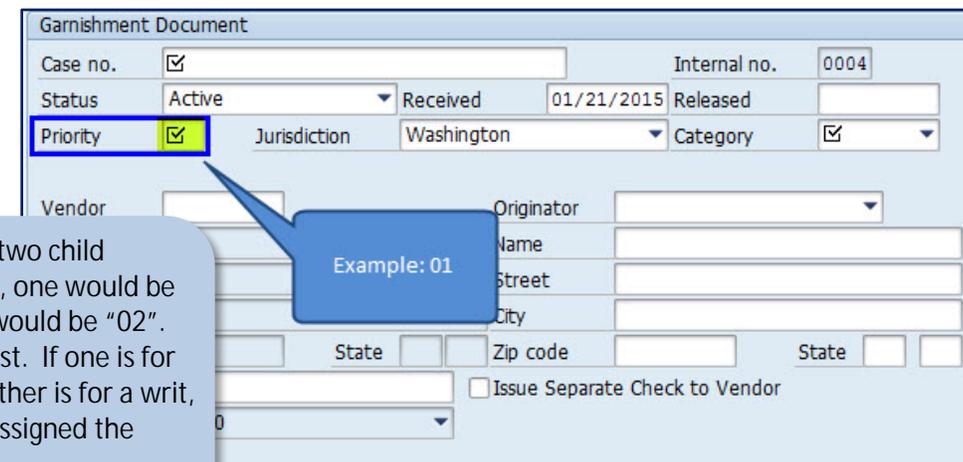
RECEIVED
DES

2015 JAN 26 P 1:19



7. Enter the **Priority** number to establish the order garnishments will be deducted from payroll.

Example: If there are two child support garnishments, one would be "01" and the second would be "02". "01" would be paid first. If one is for child support and another is for a writ, then both should be assigned the priority of "01".



Create Garnishment-Support (cont.)

8. Using the drop-down menu, select the **Jurisdiction** where the employee is employed.

Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	<input type="text"/>	Internal no. 0005
Status	Active	Received 12/19/2014	Released <input type="text"/>
Priority	<input checked="" type="checkbox"/>	Jurisdiction Washington	Category <input checked="" type="checkbox"/>
Vendor	<input type="text"/>	Originator	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Street	<input type="text"/>	Street	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
Zip code	<input type="text"/>	State <input type="text"/>	Zip code <input type="text"/>
Plaintiff	<input type="text"/>	<input type="checkbox"/> Issue Separate Check to Vendor	
Remittance	00000		

9. In the **Category** field, use the drop-down menu and select "Support" or enter "S".

Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	<input type="text"/>	Internal no. 0005
Status	Active	Received 01/27/2015	Released <input type="text"/>
Priority	<input checked="" type="checkbox"/>	Jurisdiction Washington	Category <input type="text"/>
Vendor	<input type="text"/>	Originator	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Street	<input type="text"/>	Street	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
Zip code	<input type="text"/>	State <input type="text"/>	Zip code <input type="text"/>
Plaintiff	<input type="text"/>	<input type="checkbox"/> Issue Separate Check to Vendor	
Remittance	00000		

Category Options:

Creditor/Court (C) Wage assignments. Examples: educational loans, court orders, bankruptcy orders.

Federal Tax (F) Federal delinquent tax levy. Example: levy.

Federal Non Tax (G) Federal garnishments that are not tax related. Example: student loans.

State Tax (T) State delinquency tax.

Support (S) Child support, spousal support, and alimony.

Voluntary (V) Employee's written consent to transfer future wages to a third party.

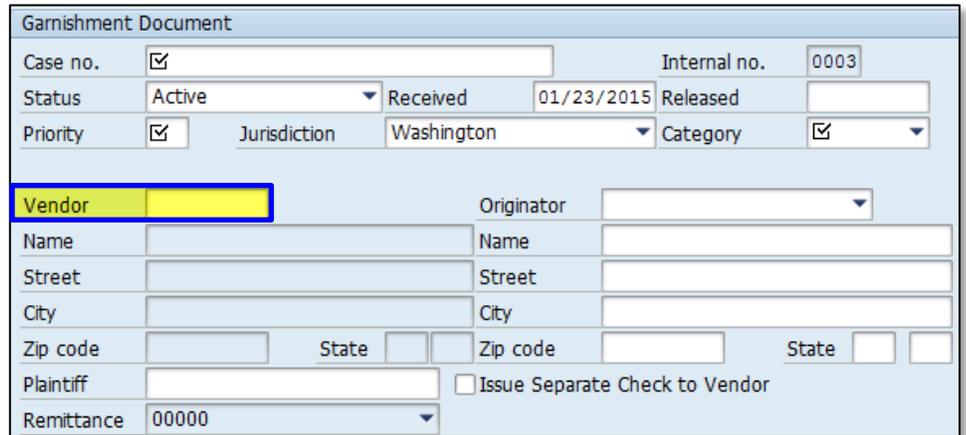
Writ (W) 60 days writs of garnishment. Examples: writ of garnishment for continuing lien on earnings and writ of garnishment for non-continuing lien.

Federal Tax Notification (N) Federal tax notice of payment agreement.

Create Garnishment-Support (cont.)

10. In the **Vendor** field, "714401" will auto generate when the **Category** field is selected for Support.

Click the  **Enter** icon and then click the  **Save** icon, and the Garnishment Order will appear.



Garnishment Document

Case no. Internal no. 0003

Status Active Received 01/23/2015 Released

Priority Jurisdiction Washington Category

Vendor Originator

Name Name

Street Street

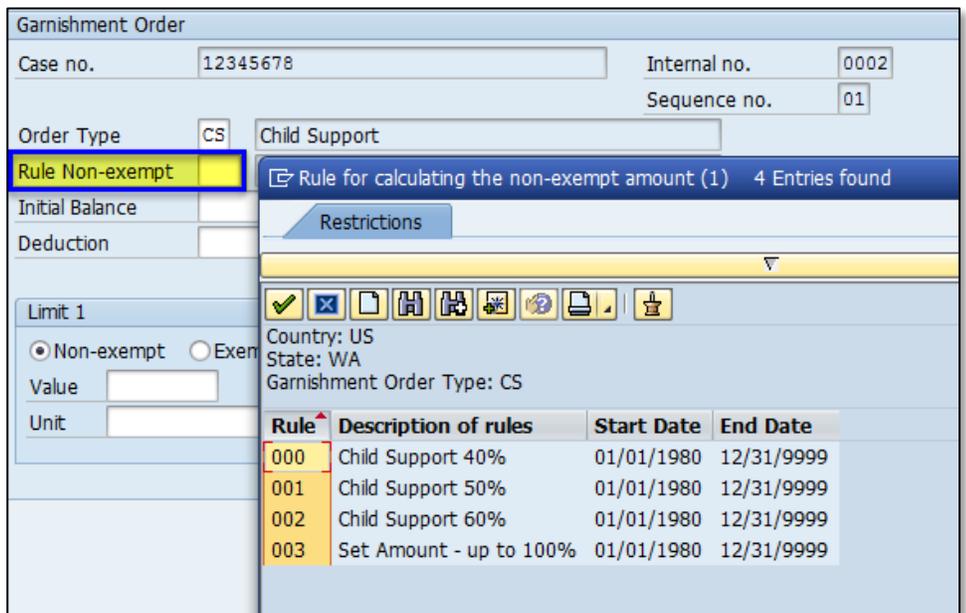
City City

Zip code State Zip code State

Plaintiff Issue Separate Check to Vendor

Remittance 00000

11. For **Rule Non-Exempt** field, view the garnishment document and double-click on the appropriate field.



Garnishment Order

Case no. 12345678 Internal no. 0002

Sequence no. 01

Order Type CS Child Support

Rule Non-exempt Rule for calculating the non-exempt amount (1) 4 Entries found

Initial Balance

Deduction

Limit 1

Non-exempt Exempt

Value

Unit

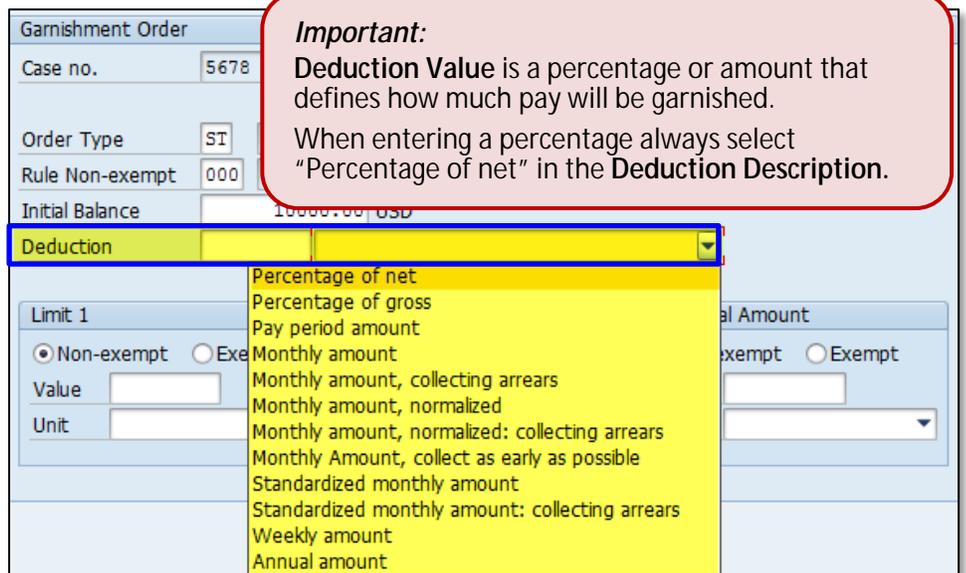
Restrictions

Country: US
State: WA
Garnishment Order Type: CS

Rule	Description of rules	Start Date	End Date
000	Child Support 40%	01/01/1980	12/31/9999
001	Child Support 50%	01/01/1980	12/31/9999
002	Child Support 60%	01/01/1980	12/31/9999
003	Set Amount - up to 100%	01/01/1980	12/31/9999

12. In the **Deduction Value**, enter the **Deduction Description** based on the garnishment.

Click the  **Enter** icon and then click the  **Save** icon.



Garnishment Order

Case no. 5678

Order Type ST

Rule Non-exempt 000

Initial Balance 10000.00 USD

Deduction

Limit 1

Non-exempt Exempt

Value

Unit

Percentage of net
Percentage of gross
Pay period amount
Monthly amount
Monthly amount, collecting arrears
Monthly amount, normalized
Monthly amount, normalized: collecting arrears
Monthly Amount, collect as early as possible
Standardized monthly amount
Standardized monthly amount: collecting arrears
Weekly amount
Annual amount

Set Amount

Non-exempt Exempt

Important:

Deduction Value is a percentage or amount that defines how much pay will be garnished.

When entering a percentage always select "Percentage of net" in the **Deduction Description**.