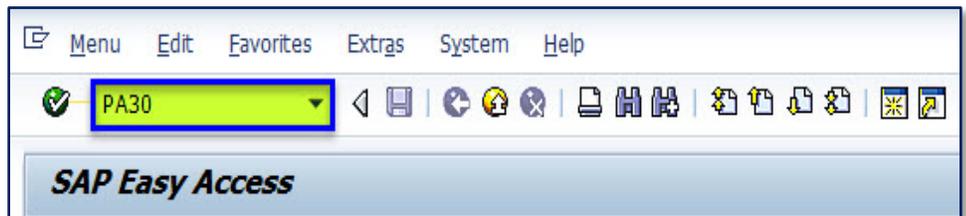


HRMS Garnishments

Create Garnishment-Voluntary Wage Assignment

This procedure is used to create a garnishment for a voluntary wage assignment, used when employee's submit a written consent to transfer wages to a third party.

1. Enter transaction code "PA30" and click the  **Enter** icon.

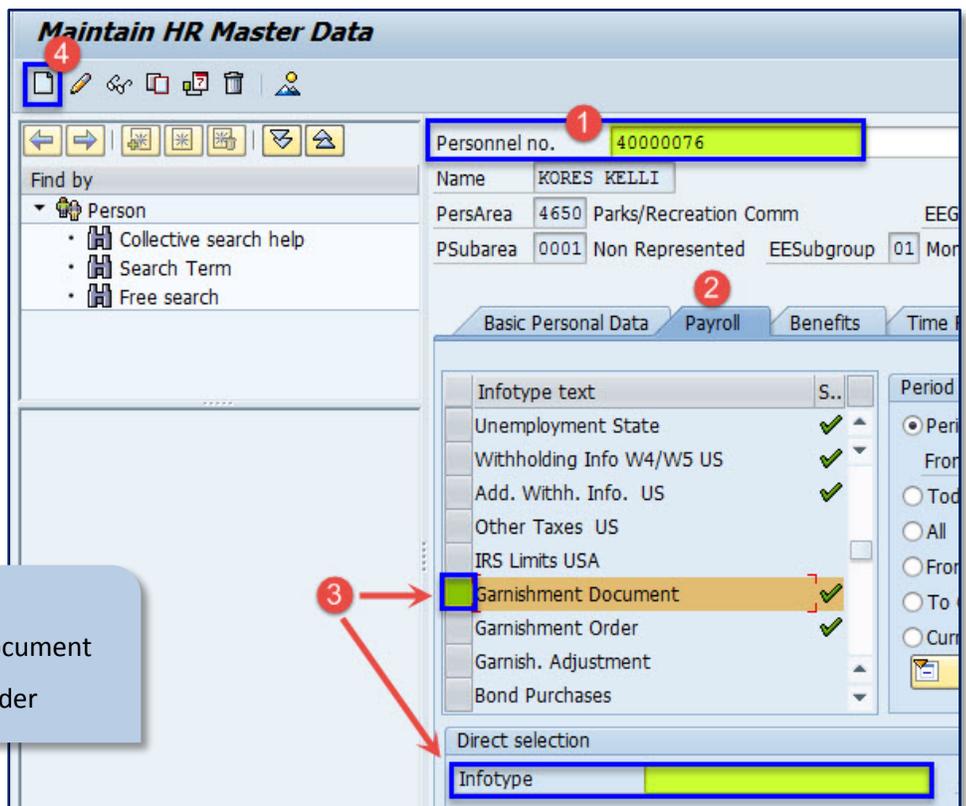


2. Follow steps 1-4:

- 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-Voluntary Wage Assignment (cont.)

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

Leave the **to** field as 2/31/9999.

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"/>	Released	
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 voluntary wage assignment garnishment.

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

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



Create Garnishment-Voluntary Wage Assignment (cont.)

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

Garnishment Document

Case no. Internal no. 0002

Status **Active** Received 12/15/2014 Released

Priority **Active** Washington Category

Vendor Originator

Name Name

Street Street

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 the 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

Garnishment Document

Case no. Internal no. 0004

Status **Active** **Received** 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

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".

Garnishment Document

Case no. Internal no. 0004

Status **Active** Received 01/21/2015 Released

Priority Jurisdiction Washington Category

Vendor Originator

Name Name

Street Street

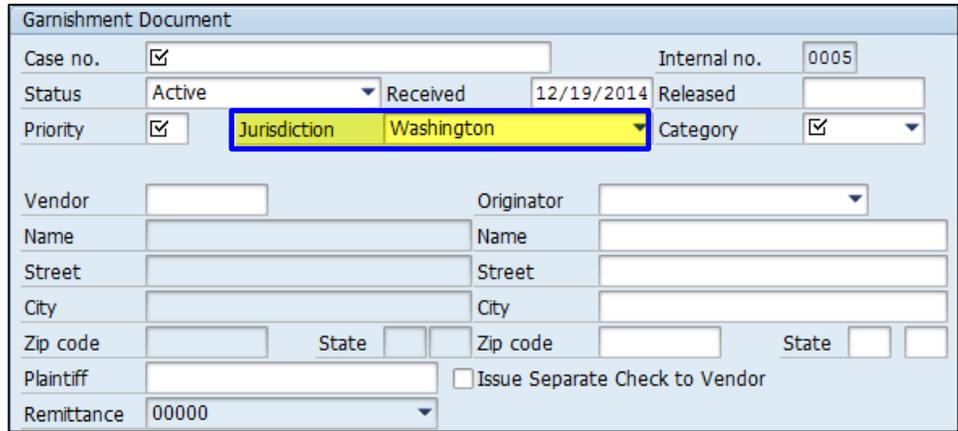
City City

Zip code State Zip code State

Plaintiff Issue Separate Check to Vendor

Create Garnishment–Voluntary Wage Assignment (cont.)

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



Garnishment Document

Case no. Internal no. 0005

Status Active Received 12/19/2014 Released

Priority Jurisdiction Washington Category

Vendor _____ Originator _____

Name _____ Name _____

Street _____ Street _____

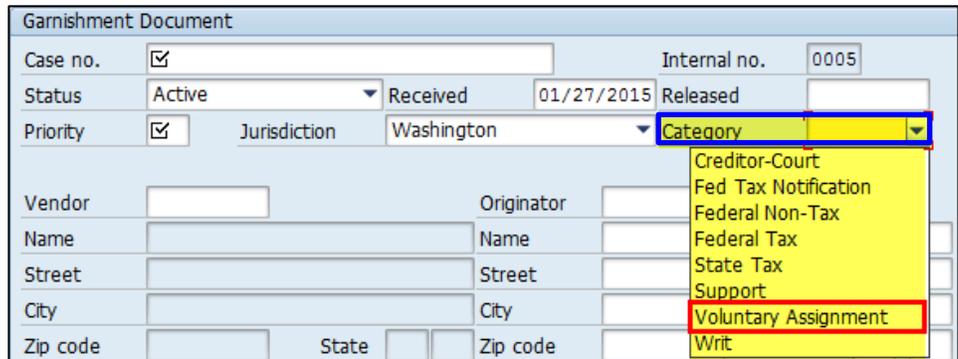
City _____ City _____

Zip code _____ State _____ Zip code _____ State _____

Plaintiff _____ Issue Separate Check to Vendor

Remittance 00000

9. In the **Category** field, use the drop-down menu and select “Voluntary Assignment” or enter “V”.



Garnishment Document

Case no. Internal no. 0005

Status Active Received 01/27/2015 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

Category Options:

- Creditor-Court
- Fed Tax Notification
- Federal Non-Tax
- Federal Tax
- State Tax
- Support
- Voluntary Assignment
- Writ

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.

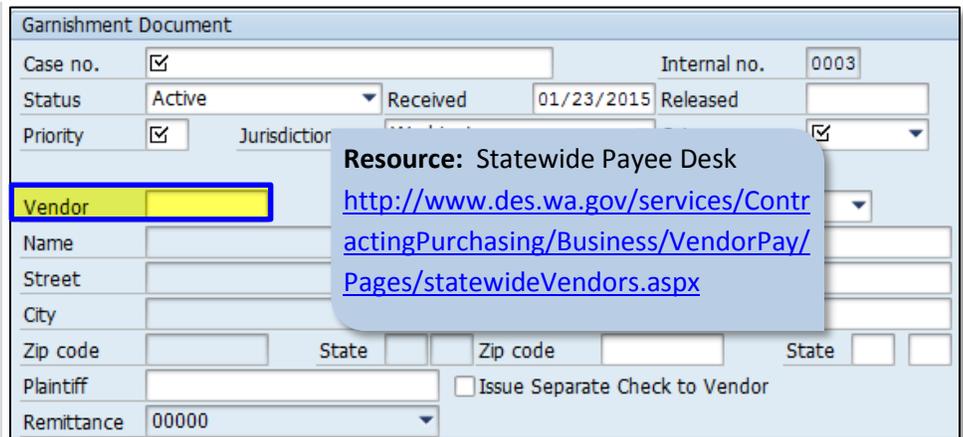
Federal Tax Notification (N) Federal tax notice of payment agreement.

Create Garnishment-Voluntary Wage Assignment (cont.)

10. In the **Vendor** field, you may search for a vendor.

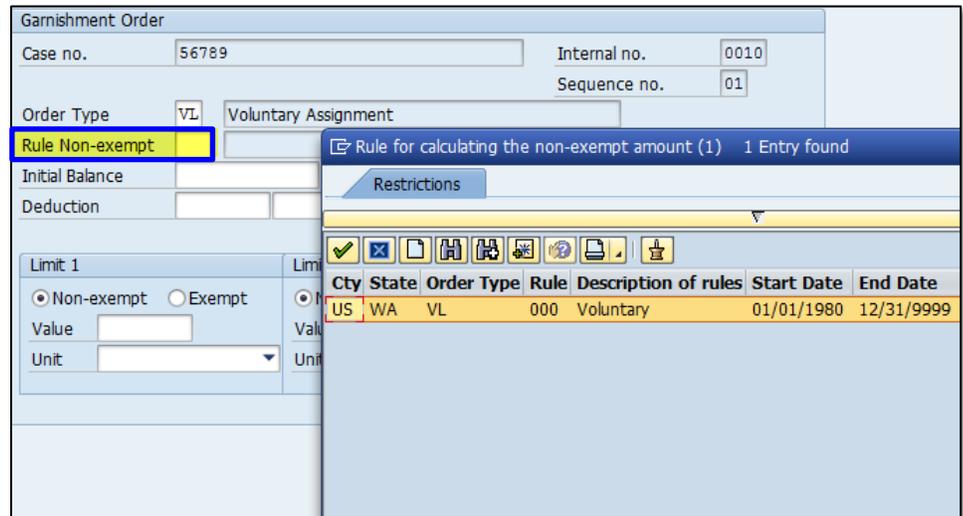
If you cannot locate a vendor number, contact the Statewide Payee Desk.

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



Resource: Statewide Payee Desk
<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/statewideVendors.aspx>

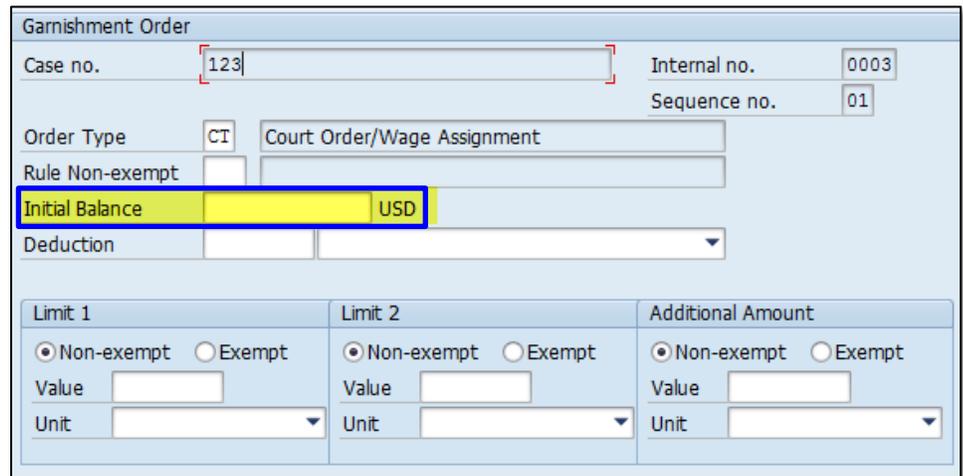
11. For **Rule Non-Exempt**, select the appropriate description of rules.



City	State	Order Type	Rule	Description of rules	Start Date	End Date
US	WA	VL	000	Voluntary	01/01/1980	12/31/9999

12. For the **Initial Balance** field, enter the balance provided on the voluntary wage assignment garnishment.

If no balance is provided, leave this field blank.

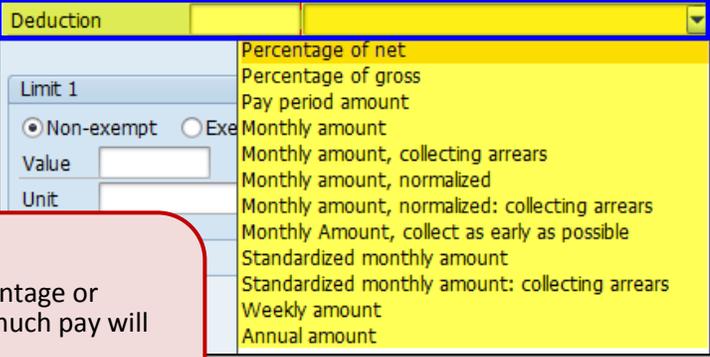


Create Garnishment–Voluntary Wage Assignment (cont.)

13. In the **Deduction Value**, enter either a percentage or amount.

Change the **Deduction Description** based on the garnishment.

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

Garnishment Order	
Case no.	5678
Internal no.	0008
Sequence no.	01
Order Type	ST State Tax Levy
Rule Non-exempt	000
Initial Balance	10000.00 USD
Deduction	
Limit 1	
<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	
Value	
Unit	
Initial Amount	
<input type="radio"/> Non-exempt <input type="radio"/> 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**.