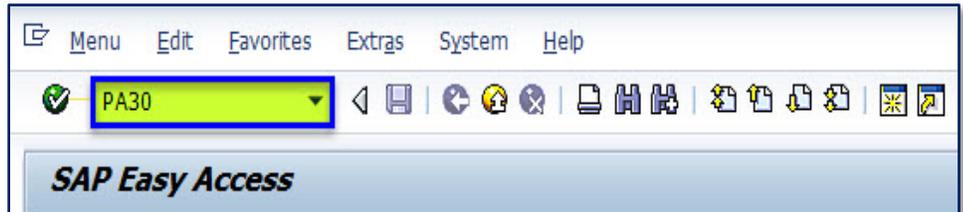


HRMS–Garnishments *Adjustments- One-time Additional Deduction*

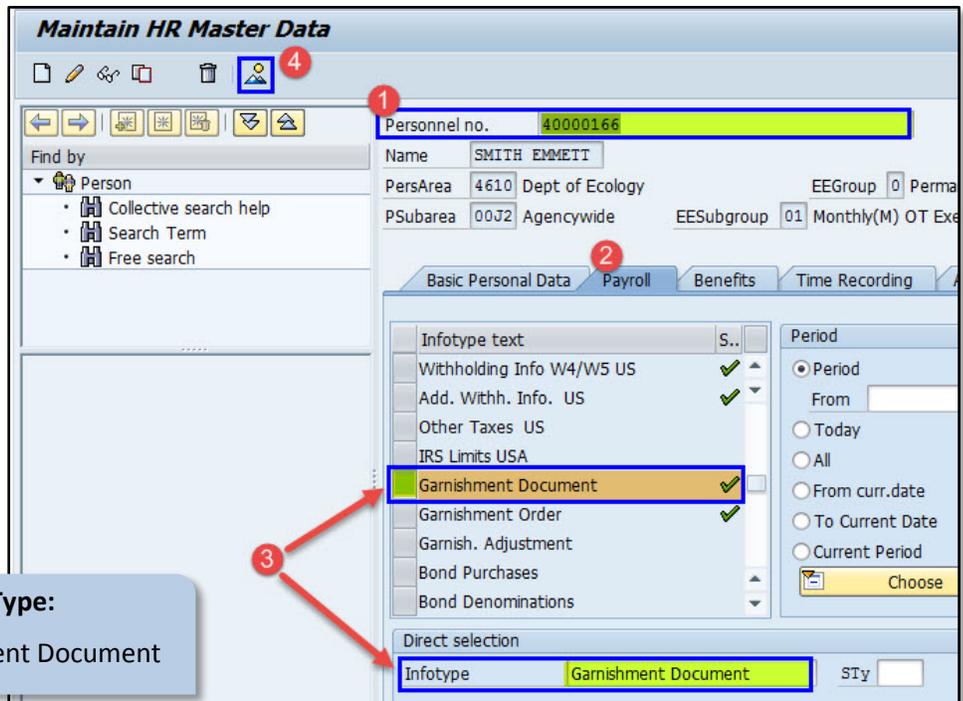
This procedure is used to create a one-time additional garnishment deduction.

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

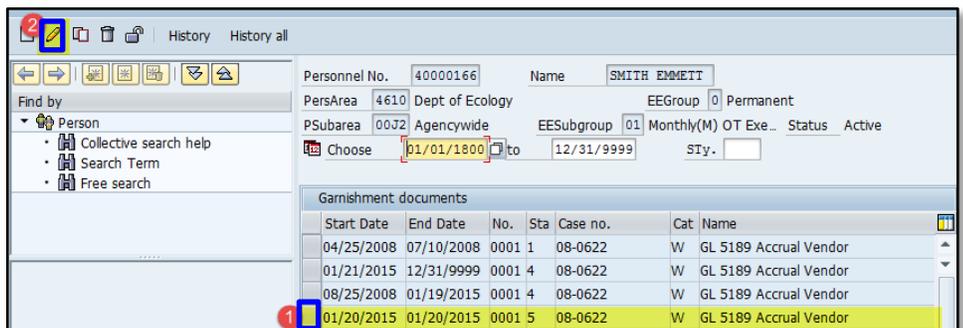


2. Follow steps 1-4:

- 1 Enter the employee's **Personnel no.**
- 2 Click on the **Payroll** tab
- 3 Scroll down and select **Garnishment Document** or enter the **InfoType** number
- 4 Click the  **Overview** button

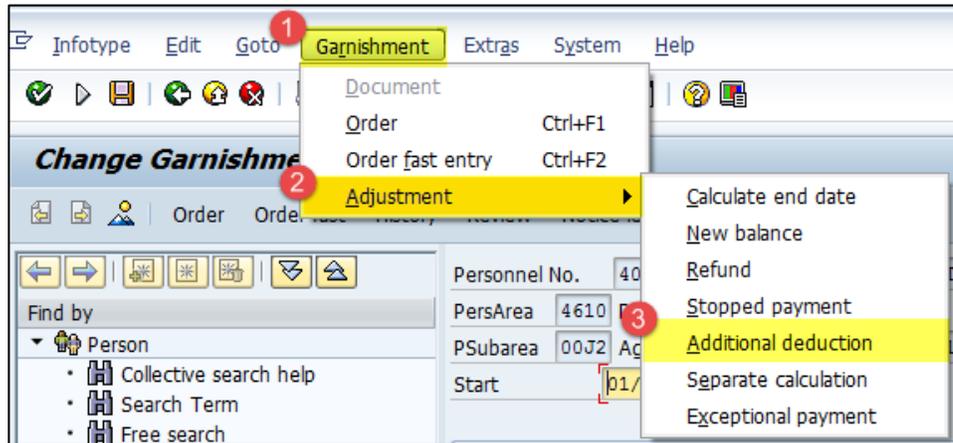


3. Click the grey box to the left of the garnishment that needs to be updated and click the  **Change** icon.



Garnishment Adjustments–Additional Deduction (cont.)

4. Access pathway: From the menu bar choose **Garnishment** → **Adjustment** → **Additional deduction**.



5. **Adjustment date:** Enter the check date when the additional deduction will be taken.

SeqNo of garn orders: enter the number of employee garnishment orders.

Garnishment amount: Enter the amount to be adjusted or refunded.

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

