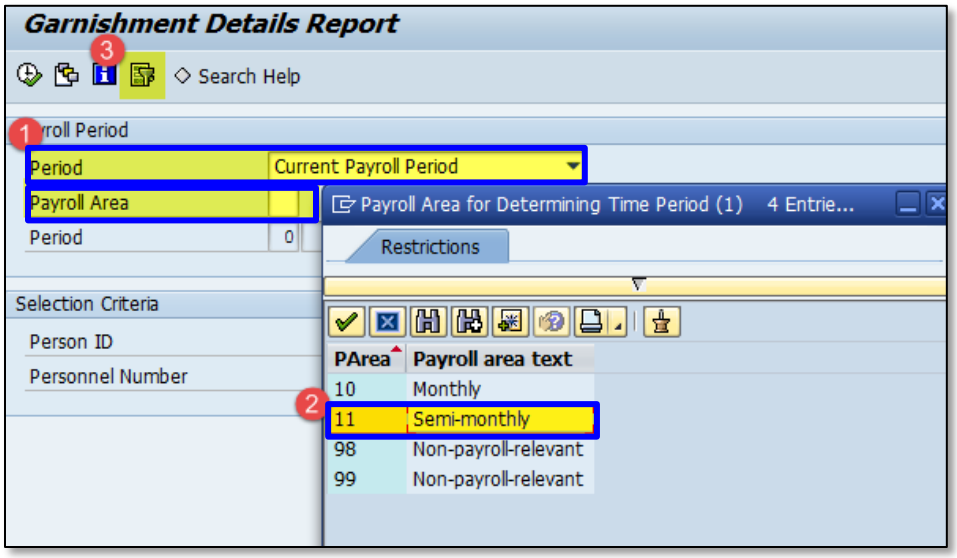
# HRMS- Garnishments

## *Details Report*

*This procedure is used to generate a details garnishment report in HRMS.*

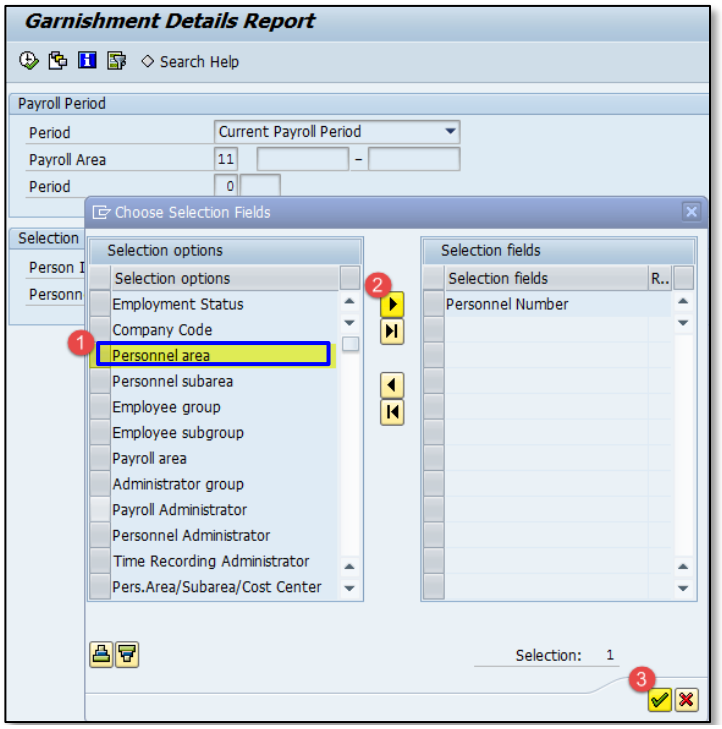
1. Access Garnishment Details Reports by entering "S_AHR_61016146" and clicking the **Enter** icon.

2. Using the drop-down menu, select **Payroll Period** and **Payroll Area**, and click the **Selection** icon.



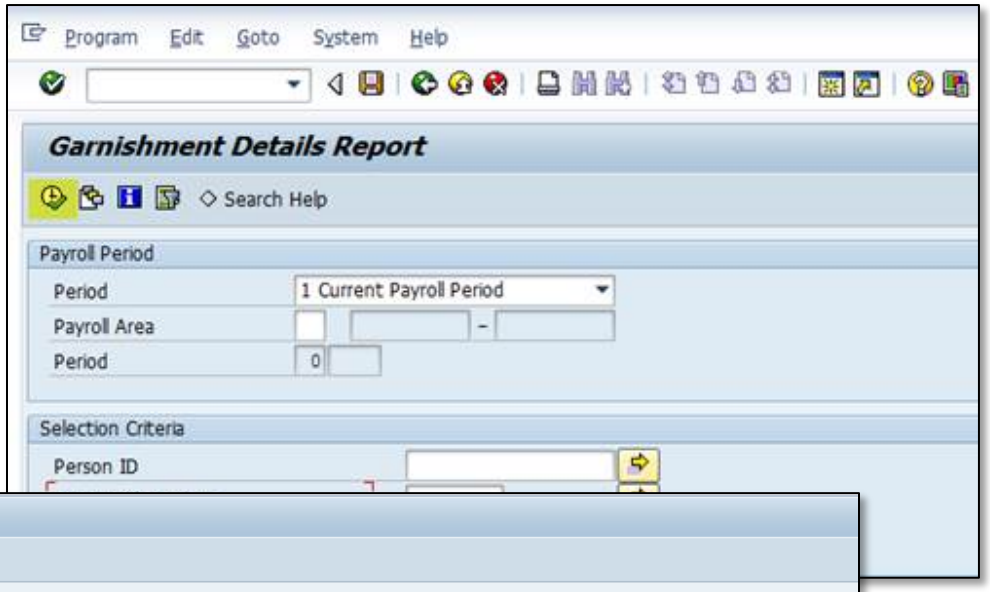
3. The **Choose Selection Fields** box will appear. Select **Personnel area** and click the right arrow.

   Click the **Copy** icon.



## Garnishment Details Report (cont.)

4. Click the **Execute** icon to generate the report.




**Report example:**

*Garnishment Details Report*

```
Company  - WA01 STATE OF WASHINGTON                Garnishment Details Report                          Page No.  -     1
Pay Area - 11 Semi-monthly                                                                             Run Date  - 01/22/2015
Pay Per. - 02.2012 01/01/2012-01/15/2012                                                               Run Time  - 15:18:27
Pay Date - 01/25/2012                                                                                  Report ID - RPCGRNU0

Employee Name       Employee  Document   Start      Document                          Orig. St.            Initial Gar.  Remaining
                    ID        Date                  Number                            State        Gar.    Balance Cat.    Balance
                              Internal   Release                                                  Amount            Gar.
                              N. Seq.N.  Date                                                      Taken           Pri.

GERMANOTTA STEFANI  04000700  09/18/2008 09/25/2008 06-40903                           WA   1                      VL
                              0002 01    00/00/0000                                             1,145.00            001

KNOWLES BEYONCE     04000701  09/18/2008 09/25/2008 06-40903                           WA   1                      VL
                              0002 01    00/00/0000                                             1,145.00            001

CRUZ PENELOPE       04000702  09/18/2008 09/25/2008 06-40903                           WA   1                      VL
                              0002 01    00/00/0000                                             1,145.00            001

ALBA JESSICA        04000703  09/18/2008 09/25/2008 06-40903                           WA   1                      VL
                              0002 01    00/00/0000                                             1,145.00            001

KENDRICK ANNA       04000704  09/18/2008 09/25/2008 06-40903                           WA   1                      VL
                              0002 01    00/00/0000                                             1,145.00            001

MARS BRUNO          04000705  09/18/2008 09/25/2008 06-40903                           WA   1                      VL
                              0002 01    00/00/0000                                             1,145.00            001

WASHINGTON KERRY    04000706  09/18/2008 09/25/2008 06-40903                           WA   1                      VL
                              0002 01    00/00/0000                                             1,145.00            001
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