

Garnishment Processing for Mid-Period Transfers

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
10/14/05	Ned Bedinger	Draft
10/18/05	Kimberly Holtz	SME Review
11/15/05	Chylynn Hansel	Edits
11/18/05	Mike Murray	Internal Review
11/18/05	Debbie Meach/Cal Castleberry	SME Review
5/17/06	Lesa Terry	Edits from Group 1 go-live
3/26/2007	Kelly Welsh	Edits to descriptions.

Purpose

Use this procedure for mid-period transfers with an active writ of garnishment.

Trigger

Perform this procedure when an employee's pay is garnished and the employee transfers to a new agency in the middle of a pay period and the writ of garnishment does not apply to the gaining agency.

Prerequisites

An active writ of garnishment that does not cover the gaining agency (covers only the losing agency).

Menu Path

Use the following menu path(s) to begin this transaction:

Human Resources → Personnel Management → Administration → HR Master Data → PA30

Transaction Code

PA30

Date	Procedure Update Log
3/26/2007	Added field descriptions to meet OLQR standards

Helpful Hints



HRMS error, warning, and cancellation messages are displayed in the status bar at the bottom of the HRMS window

Icons identify the message type, shown in the following table. The message text you see in practice may differ from what is shown in this procedure.

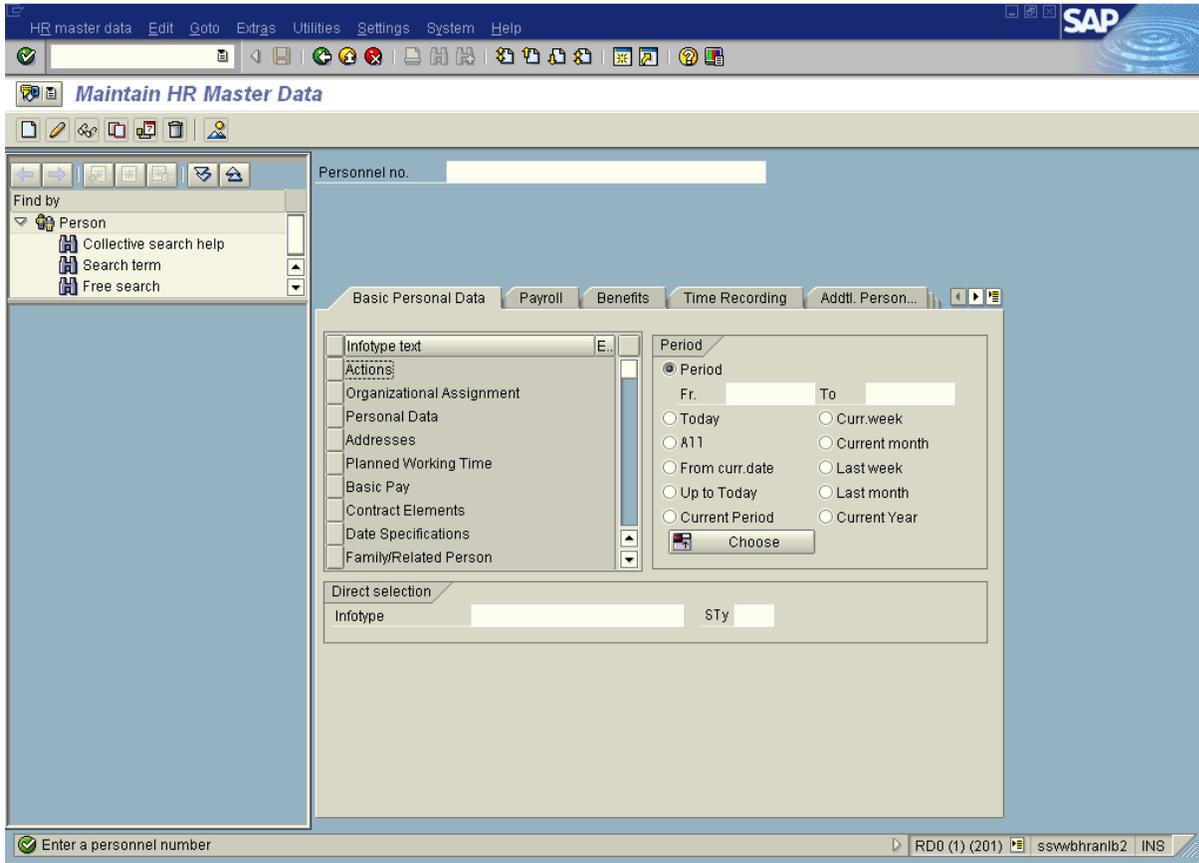
Message Type	Description
Error 	<p><u>Example:</u>  Make an entry in all required fields.</p> <p><u>Action:</u> Fix the problem(s) and then click  (Enter) to proceed.</p>

Message Type	Description
<p data-bbox="332 352 440 384">Warning</p> 	<p data-bbox="518 331 1357 394"><u>Example:</u>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.</p> <p data-bbox="547 428 1140 459"><u>Action:</u> If an action is required, perform the action.</p> <p data-bbox="643 478 1110 510">Otherwise, click  (Enter) to proceed.</p>
<p data-bbox="303 573 469 604">Confirmation</p>  or 	<p data-bbox="518 583 1000 615"><u>Example:</u>  (Enter) Save your entries.</p> <p data-bbox="547 646 1104 678"><u>Action:</u> Perform the required action to proceed.</p>

Procedure

1. Start the transaction using the menu path above or transaction code **PA30**.

Maintain HR Master Data

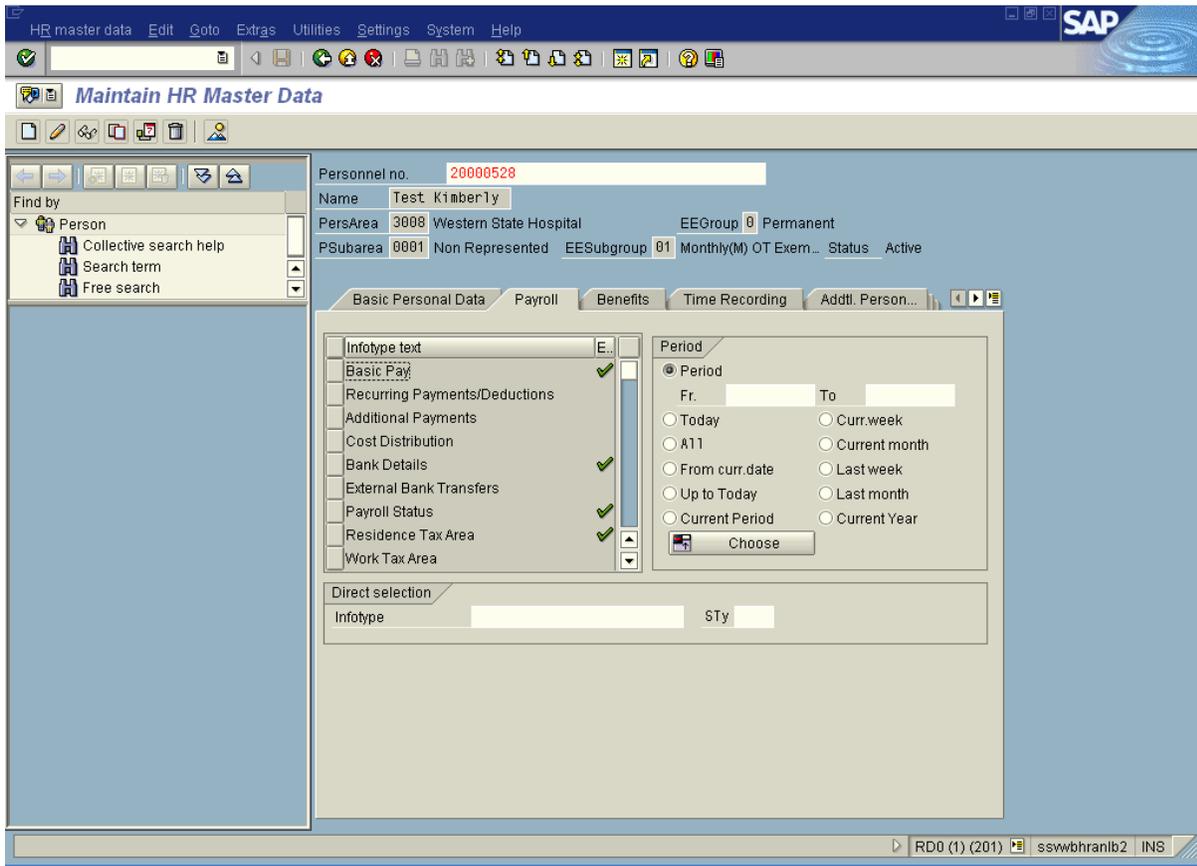


2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number Example: 20000528

3. Click  (Enter) to validate.
4. Click the  tab.

Maintain HR Master Data



5. Scroll down the list of infotypes.
6. Click the grey box to the left of **Garnishment Document** to select.

Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The main window displays the following data for Personnel no. 20000528:

- Name: Test Kimberly
- PersArea: 3008 Western State Hospital
- EEGroup: Permanent
- PSubarea: 0001 Non Represented
- EESubgroup: 01 Monthly(M) OT Exem...
- Status: Active

The 'Basic Personal Data' tab is active. The 'Infotype text' list on the left includes:

- Residence Tax Area
- Work Tax Area
- Unemployment State
- Withholding Info W4M5 US
- Add. Withh. Info. US
- Other Taxes US
- IRS Limits USA
- Garnishment Document**
- Garnishment Order

The 'Period' section on the right shows the following options:

- Period: Period
- Fr. [] To []
- Today Curr.week
- All Current month
- From curr.date Last week
- Up to Today Last month
- Current Period Current Year

The 'Direct selection' section shows:

- Infotype: Garnishment Document
- STy: []

At the bottom of the screen, a status bar indicates 'Record created' and 'RD0 (1) (201) sswbhranlb2 INS'.

7. Click  (Overview) for an overview of all actions associated with the *Garnishment Document* infotype (0194).

List Garnishment Document (0194)

Personnel No. 20000528 **Name** Test Kimberly
PersArea 3008 Western State Hospital **EEGroup** 0 Permanent
PSubarea 0001 Non Represented **EESubgroup** 01 Monthly(M) OT Exem... **Status** Active
Choose 01/01/1800 to 12/31/9999 **STy.** _____

Start Date	End Date	No.	Sta	Case no.	Cat Name
10/26/2005	10/31/2005	0001	1	123	W MT GUARANTEED STUDENT LOAN PRC
10/01/2005	10/25/2005	0001	1	123	W MT GUARANTEED STUDENT LOAN PRC
09/10/2005	09/30/2005	0001	1	123	W MT GUARANTEED STUDENT LOAN PRC

Sorted by Status/Priority Entry 1 of 3

8. Click (Copy) to copy and continue.



Select the active garnishment record that does not apply to the gaining agency. If there is more than one active garnishment record that does not apply to the gaining agency then this procedure will need to be performed separately for each record.

9. Click (Copy) to copy and continue.

Copy Garnishment Document (0194)

10. Enter a date in the **Start** field.



Garnishments must be started on the **actual check date** of when you want the deduction to be taken. For example, the start date for a garnishment that should be taken from the 1st – 15th pay period would have a start date of 4/25/2007.



Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.

Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23rd of the month. The *to* date in this example would be 11/23 because this is the actual check date for the pay period; you would not use 11/25.

11. Click 

Copy Garnishment Order (0195)

Personnel Information:
 Personnel No. 20000528 Name Test Kimberly
 PersArea 3008 Western State Hospital EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active
 From 09/10/2005 to 10/31/2005

Garnishment Order:
 Case no. 123 Internal no. 0001
 Sequence no. 01
 Order Type CC Court Payment/Creditor
 Rule Non-exempt 000 Creditor
 Initial Balance 10,000.00 USD New balance
 Deduction 150.00 Pay period amount

Limit 1: Non-exempt Exempt
 Value Unit

Limit 2: Non-exempt Exempt
 Value Unit

Additional Amount: Non-exempt Exempt
 Value Unit

RD0 (1) (201) sswbhranlb2 INS

12. Complete the following fields:

Field Name	R/O/C	Description
To	R	<p>The actual check date in which the deduction should be taken.</p> <p> If the employee's last day with the agency is 10/23, the to date is 11/10 which is the actual check date that the final garnishment deduction should be taken.</p> <p> Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.</p> <p> In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23rd of the month. The to date in this example would be 11/23 because this is the actual check date for the pay period; you would not use 11/25.</p> <p>Example: 9/10/2005</p>
Deduction Value	R	<p>The value to be withheld from the employee each pay period.</p> <p> The losing agency calculates the deduction amount based on disposable earnings outside of HRMS for the time the employee worked in the pay period at the losing agency.</p> <p> If the employee's effective date of transfer is at the beginning or ending of a pay period and the entire garnishment amount should be deducted, then the deduction value does not need to be changed.</p> <p>Example: 20.00 (Always a flat dollar amount.)</p>
Deduction Description	R	<p>The frequency of when the deduction will be taken.</p> <p> The Deduction Description should always be changed to <i>Pay period amount</i> for this action.</p> <p>Example: Pay period amount</p>

13. Click  (Enter) to validate the information.
14. Click  (Save) to save.

Result

You have completed the garnishment processing for an employee who transfers between agencies.

Comments

With the single warrant/EFT solution all accrued garnishment deductions will accrue in the gaining Agency Payroll Revolving Account 035 General Ledger 5189 Garnishment Deductions Payable. The losing agency is required to initiate a Journal Voucher (JV) and forward to the gaining agency to transfer the deduction back to the losing agency.

Agencies should contact OFM for questions on completing a JV.