

Garnishment – Create Adjustment (One-time Payment or Refund) Transaction Code: PA30

Purpose Use this procedure to process an adjustment for an employee’s existing garnishment.

Trigger Perform this procedure when an adjustment is needed to an employee’s garnishment.

Prerequisites The employee must have a garnishment established in HRMS.
You have completed the [Garnishment is Released](#) user procedure

End User Roles In order to perform this transaction you must be assigned the following role: Garnishment Administrator

Change History	Change Description
12/2/2004	Procedure created.
10/17/2005	Edits
5/18/06	Edits
9/25/2009	Screen shots updated to match current system
12/8/2009	Note added to step 7. (garnishment must be in released status prior to creating refund.)
09/25/2012	Updated the Prerequisites to include the <i>Garnishment is Released</i> user procedure. Added steps (7-10) on how to <i>reactivate</i> a garnishment for refund.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

<p>Helpful Hints</p>	<p> The Garnishment Administrator is the only role that can create or maintain the Garnishment Infotypes which include the Garnishment Document (0194), the Document Order (0195) and the Additional Deduction (0216).</p> <p> Garnishments do not retro calculate for a prior pay period.</p> <p> For further details regarding garnishments: The Office of Financial Management web site: http://www.ofm.wa.gov/policy/25.60.htm</p> <p>The Office of the Attorney General web site: http://www.atg.wa.gov</p>
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<p>Error</p> 	<p>Example:  Make an entry in all required fields.</p> <p>Action: Fix the problem(s) and then click  (Enter) to validate and proceed.</p>
<p>Warning</p> 	<p>Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.</p> <p>Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.</p>
<p>Confirmation</p>  or 	<p>Example:  Save your entries.</p> <p>Action: Perform the required action to proceed.</p>

Procedure

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

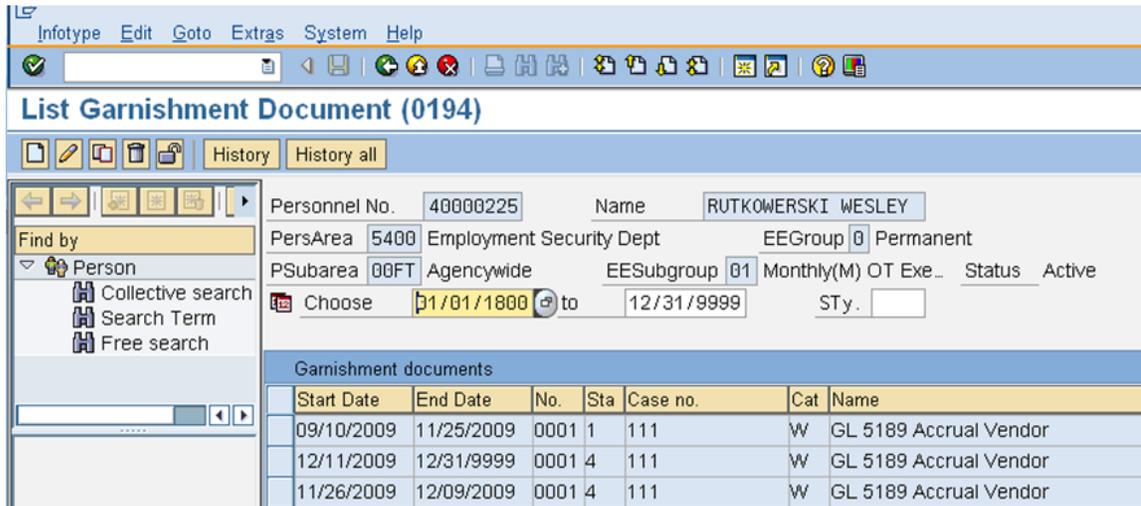
The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The main title is 'Maintain HR Master Data'. The employee's personnel number is 40000225, and the name is RUTKOWSKI WESLEY. The 'Payroll' tab is selected, displaying a list of infotypes with checkboxes for selection. The 'Garnishment Document' infotype is highlighted in blue. The 'Period' section shows the date range from 01/01/1800 to 12/31/9999.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. Example: 40000225

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the  tab to select.
5. Select the blue box to the left of  Garnishment Document to select.

6. Click  (**Overview**) to view all records.



Start Date	End Date	No.	Sta	Case no.	Cat	Name
09/10/2009	11/25/2009	0001	1	111	W	GL 5189 Accrual Vendor
12/11/2009	12/31/9999	0001	4	111	W	GL 5189 Accrual Vendor
11/26/2009	12/09/2009	0001	4	111	W	GL 5189 Accrual Vendor

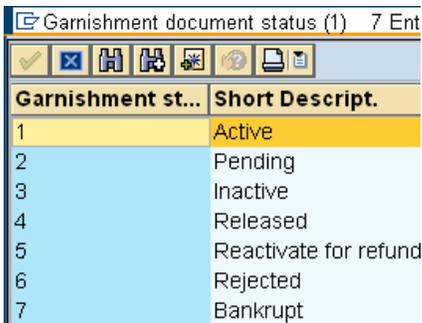


Note:

Before a **refund** can be issued, the garnishment status will need to be changed to **'released'** and then changed again to **'reactivate for refund'**.



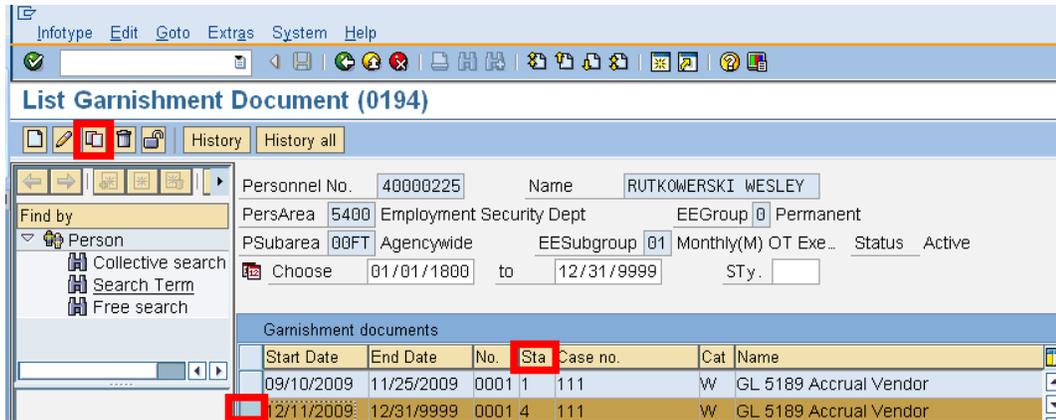
To determine the current status of the garnishment place your cursor in the **Sta** column of the *List Garnishment Document (0194)* and click on the match code:



Garnishment st...	Short Descript.
1	Active
2	Pending
3	Inactive
4	Released
5	Reactivate for refund
6	Rejected
7	Bankrupt

7. Select the box to the left of the **Garnishment** to reactivate for refund and click  (**Copy**) to Copy.

Title: Garnishment Create Adjustment (One-time Payment or Refund) (PA30)



8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	The actual check date Example: 12/10/2009
To	R	The actual check date Example: 12/10/2009
Status	R	The current legal status of the garnishment Released: Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency. Example: Reactivate for Refund

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Personnel No. 40000225 Name RUTKOWERSKI WESLEY
PersArea 5400 Employment Security Dept EEGroup 0 Permanent
PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active
Start 12/10/2009 to 12/10/2009

Garnishment Document
Case no. 111 Internal no. 0001
Status 5 Reactivate for refund Received 08/11/2009 Released 11/23/2009
Priority 1 Jurisdiction WA Washington Category W Writ

Vendor 9999999 Originator
Name GL 5189 Accrual Vendor Name
Street Street
City OLYMPIA City
Zip code 98504 State WA US Zip code State
Plaintiff Issue Separate Check to Vendor
Remittance 00000

Send answ. Elapsed days
Service Ch 5 \$10 Subsequent Deductions First reply

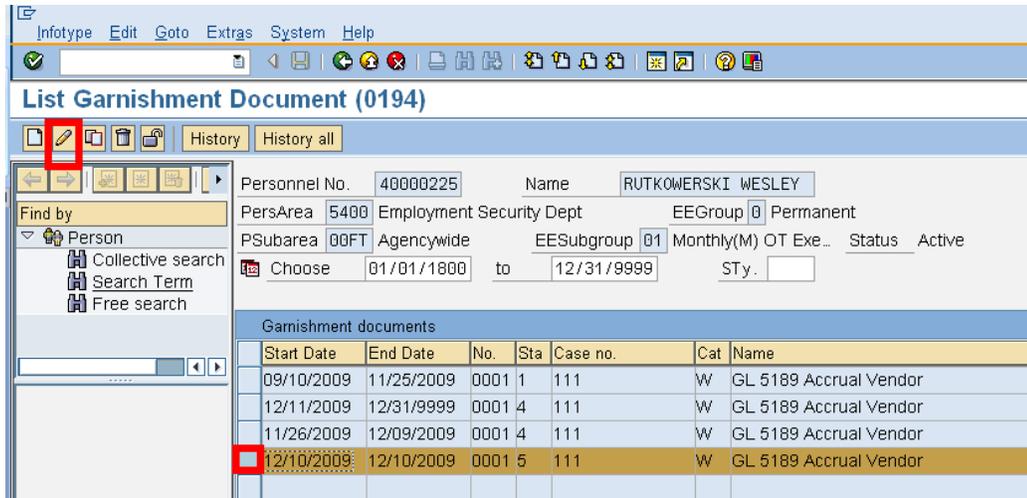
9. Click  (Enter) to validate entries.

10. Click  (Save) to save entries.



Once you click  (Save) you are taken to the List Garnishment Document, to select the correct garnishment for the refund.

11. Click  (Change) to create the refund.



12. From the Menu bar, select **Garnishment → Adjustment → Refund**, to create a refund adjustment.



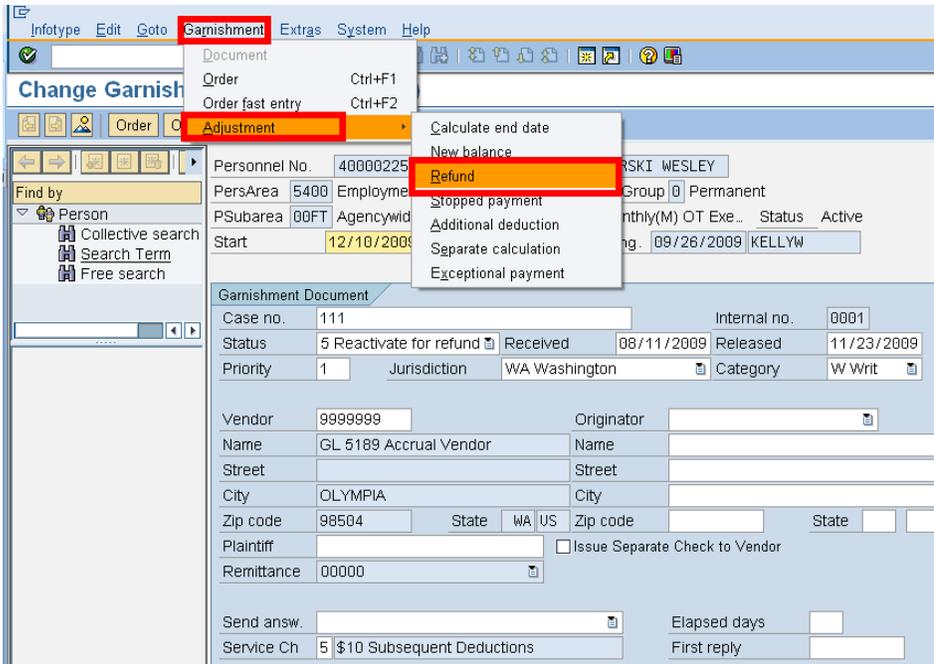
You may also select from the Menu Bar, **Garnishment → Adjustment → Additional Deduction** to create a one-time additional payment.
Note: The garnishment must be **active** for this type of adjustment.



Below is a screen shot of the Garnishment Adjustment Infotype (0216) for a refund. The process would be the same if processing an additional deduction. The infotype would say *Create Additional Deduction* in the title bar.

13. From the Menu bar click **Garnishment/Adjustment/Refund**

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14. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Adjustment date	R	The check date in which the garnishment is to be refunded Example: 12/10/2009
SeqNo of garn orders	R	This is associated with the number of garnishment orders that exist for the employee. Example: 01
Adjustment Amount	R	This is the dollar amount of the garnishment to be adjusted or refunded. Example: 75
Adjustment Wage Type	R	This is the wage type representing the type of garnishment adjustment being created. Example: 3060

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Personnel No 40000225 Name RUTKOWERSKI WESLEY
EE group 0 Permanent Personnel ar 5400 Employment Security Dept
EE subgroup 01 Monthly(M) OT Ex... SSN 500-10-1176 Status Active

Refund
Case no. 111 Internal Number 0001
SequenceNo 01
Adjustment reason 4 Refund of vendor
Adjustment date 12/10/2009
SeqNo of garn orders 01
Order Type CC Court Payment/Creditor
Adjustment Amount 75.00 USD
Adjustment Wage Type 3060 Refund/Stop Paym. Exempt

15. Click  (**Enter**) to validate entries.

16. Click  (**Save**) to save entries.

Results

You have created a refund for the employee's garnishment.

Comments

None.