

Garnishment is Released

Transaction Code:
PA30

Purpose Use this procedure to release an employee's existing garnishment.

Trigger Perform this procedure when you have received notification that an employee's garnishment has been released.

Prerequisites The employee must have a garnishment established in HRMS.

End User Roles Garnishment Administrator

Change History	Change Description
8/26/2006	Updates
4/28/2009	Screen shots updated to match current system. Steps updated on how to end date a garnishment and then put into released status

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

Transaction Code PA30

Helpful Hints	The Garnishment Administrator will use this to release an existing garnishment for an employee.
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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
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

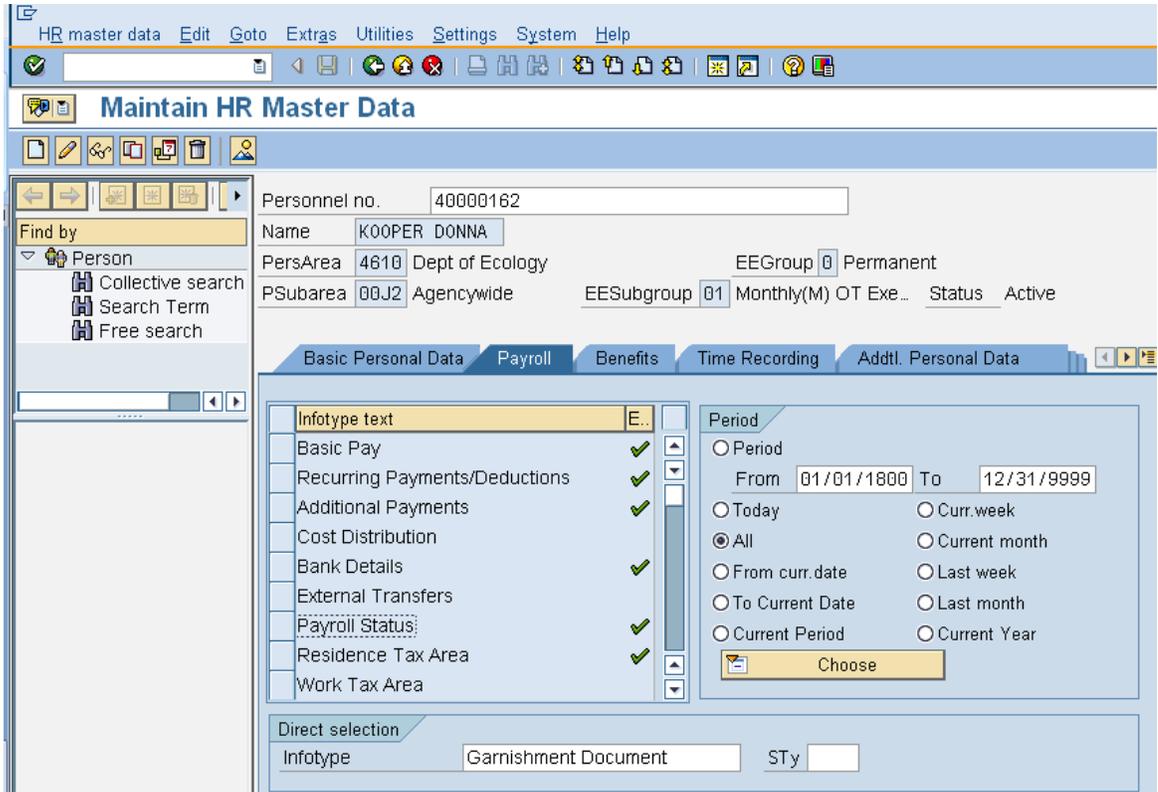
1. Start the transaction using the above menu path or transaction code **PA30**.

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 details are: Personnel no. 40000162, Name KOOOPER DONNA, PersArea 4610, Dept of Ecology, EEGroup 0 Permanent, PSubarea 00J2, Agencywide, EESubgroup 01, Monthly(M) OT Exe..., Status Active. The 'Payroll' tab is selected. The 'Infotype text' list includes: Actions, Organizational Assignment, Personal Data, Addresses, Planned Working Time, Basic Pay, Contract Elements, Date Specifications, and Family/Related Person. The 'Period' section has radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. A 'Choose' button is present. The 'Direct selection' section has an 'Infotype' field and an 'STy' field.

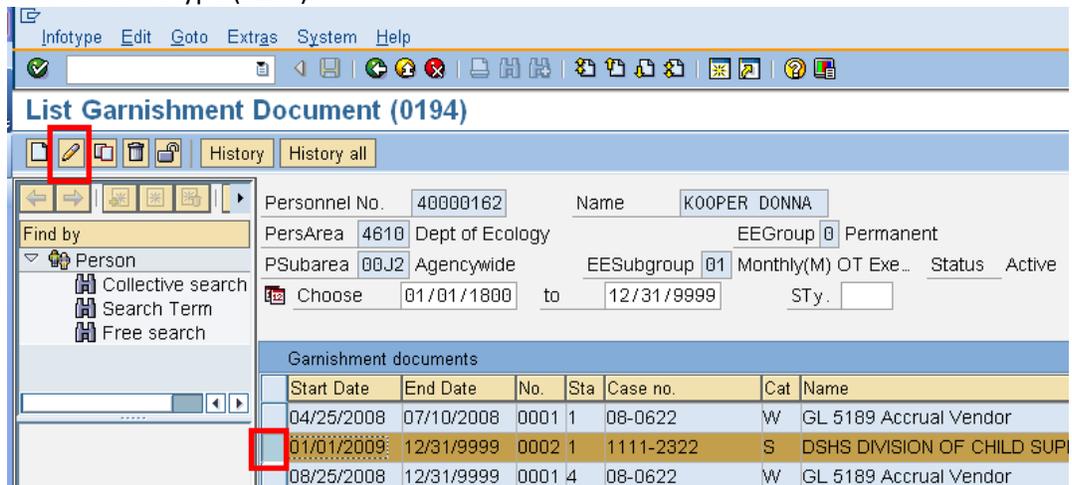
2. Complete the following fields:

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: 40000162

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Payroll** tab to select.
5. Scroll down the list of infotypes, click the grey box to the left of **Garnishment Document**  to select.



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



7. Select the active garnishment record that is being released

8. Click  (Change) to change the end date of the record.

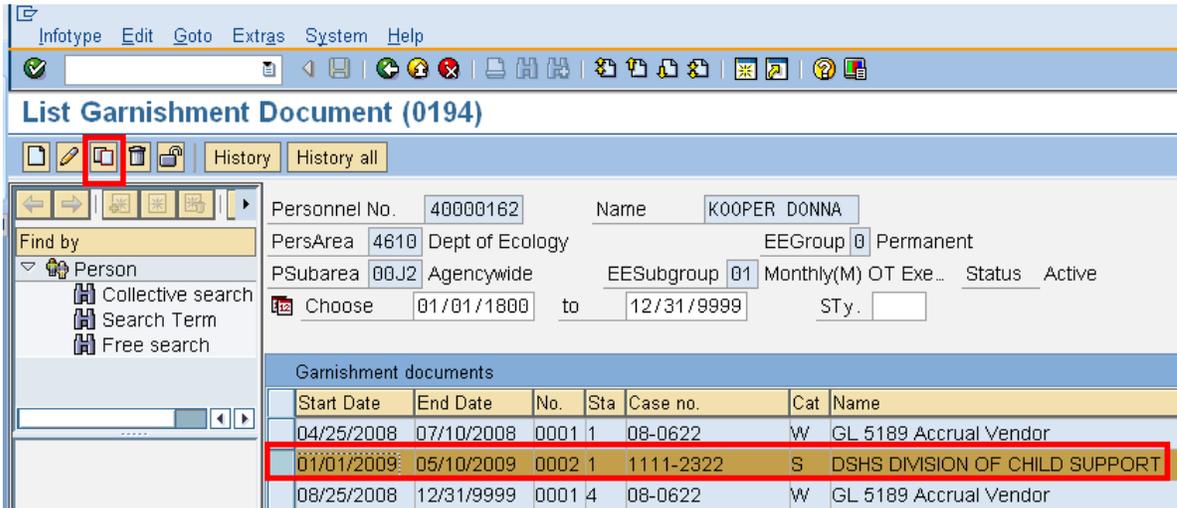
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	The actual check date in which the garnishment is released. Example: 5/10/2009  The date to release the document would be based on the next payroll check date following the final payment.

9. Click  (Enter) to validate the information.

10.

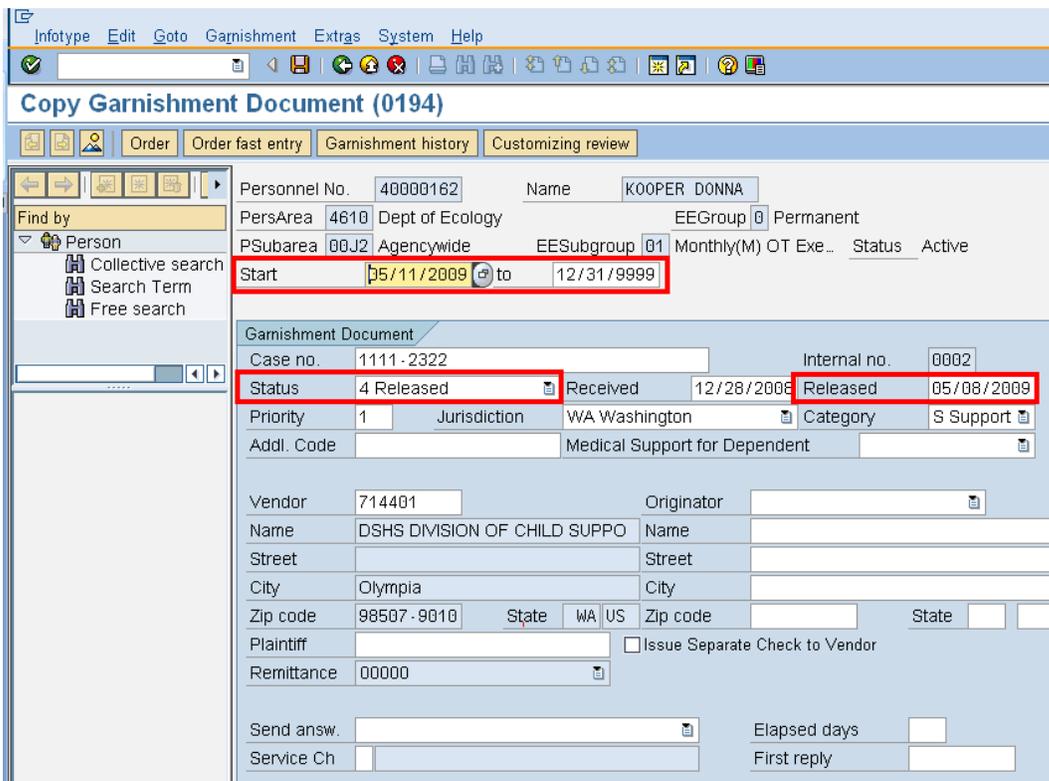
Click  (Save) to save. The system displays .

11. Select the Garnishment you want to place into **Released status** select the  (Copy) to change the status of the garnishment.



Personnel No. 40000162 Name KOOPER DONNA
PersArea 4610 Dept of Ecology EEGroup 0 Permanent
PSubarea 00J2 Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active
Choose 01/01/1800 to 12/31/9999 STy.

Start Date	End Date	No.	Sta	Case no.	Cat	Name
04/25/2008	07/10/2008	0001	1	08-0622	W	GL 5189 Accrual Vendor
01/01/2009	05/10/2009	0002	1	1111-2322	S	DSHS DIVISION OF CHILD SUPPORT
08/25/2008	12/31/9999	0001	4	08-0622	W	GL 5189 Accrual Vendor



Personnel No. 40000162 Name KOOPER DONNA
PersArea 4610 Dept of Ecology EEGroup 0 Permanent
PSubarea 00J2 Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active
Start 05/11/2009 to 12/31/9999

Garnishment Document
Case no. 1111-2322 Internal no. 0002
Status 4 Released Received 12/28/2008 Released 05/08/2009
Priority 1 Jurisdiction WA Washington Category S Support
Addl. Code Medical Support for Dependent

Vendor 714401 Originator
Name DSHS DIVISION OF CHILD SUPPO Name
Street Street
City Olympia City
Zip code 98507-9010 State WA US Zip code State
Plaintiff Issue Separate Check to Vendor
Remittance 00000

Send answ. Elapsed days
Service Ch First reply

12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	The day after the final deduction was taken. Example: 5/11/2009  The date to release the document would be based on the next payroll check date following the final payment.
Status	R	The current legal status of the garnishment document. Example: Released
Released	R	The date the garnishment has been repaid in full and released by the originator. Example: 5/8/2009

13. Click  (Enter) to validate the information.

14. Click  (Save) to save your entries.

You have completed this transaction. The system displays “”

Results
You have released the employee’s garnishment.