

Garnishment – IRS Tax Levy

Transaction Code:
PA30

- Purpose** Use this procedure to create a Federal Tax Levy garnishment deduction for an employee.
- Trigger** Perform this procedure when the Federal Government has notified you to create a garnishment of wages for an employee.
- Prerequisites** The employee is active in HRMS.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Garnishment Administrator

Change History	Change Description
1/07/2009	Procedure created.
12/15/2011	Updated the description of Additional Amount in step 14

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

Transaction Code PA30

Helpful Hints	 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).  Garnishments do not retro calculate for a prior pay period. Once the payroll process has begun for the current period, a garnishment document should not be updated. If trying to change a document after day one of payroll has processed, you will need to contact the ISD Helpdesk (360)664.6400 or Helpdesk@dop.wa.gov to have an incident opened. DOP needs to delete the stored payroll results for the employee in order for the agency to make edits.  For further details regarding garnishments: The Office of Financial Management web site: http://www.ofm.wa.gov/policy/25.60.htm The Office of the Attorney General web site: http://www.atg.wa.gov
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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**.

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: 629438

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  to select.
6. Click  (Create) to create a new record.

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	<p>This is the actual check date the record is to begin.</p> <p> For example, the start date for garnishment that should be taken from 1st – 15th pay period would have a start date of the 25th of the month.</p> <p> Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (state pay date) falls on another day, you will need to</p>

		<p>use that date.</p> <p>Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23rd of the month. The start 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: 2/10/2009</p>
To	C	<p>The actual check date in which the last deduction should be taken.</p>  <p>If the garnishment is a Writ, the date should fall on the last actual check date for the pay period of the deduction. If the garnishment is not a Writ, the date should remain 12/31/9999</p> <p>Example: 12/31/9999</p>
Case no.	O	<p>This is the identification number of the garnishment document order.</p> <p>Example: 111-1234</p>
Status	R	<p>The current legal status of the garnishment.</p> <p>Active: Wages being withheld.</p> <p>Pending: Document has been suspended by order of the originator. No wages are being withheld.</p> <p>Inactive: Garnishment has been repaid in full, but not yet released by the originator. No wages are withheld.</p> <p>Released: Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency.</p> <p>Reactivate for refund: Garnishment has been reactivated for the purpose of refunding excess garnished wages to the employee.</p> <p>Rejected: Garnishment has been issued, but the employee no longer works for the agency.</p> <p>Bankrupt: Garnishment is no longer applicable because the employee has been declared bankrupt.</p> <p>Example: Active</p>
Received	R	<p>Date the levy was received at the Agency.</p>

		Example: 2/03/2009
Priority	R	<p>This establishes the order in which a like garnishment will be deducted from payroll.</p> <p>For example, if there are two child support garnishments, one would be “01” and the second would be “02”. “01” would be paid first. If one is for child support and another is for a writ, then both should be assigned the priority of “01”.</p> <p>Example: 01</p>
Jurisdiction	R	<p>This is the State in which the employee is employed.</p>  <p>The default is WA for Washington State.</p> <p>Example: WA</p>
Category	R	<p>Type of Garnishment.</p> <p>Example: Federal Tax</p>
Vendor	R	<p>The payee for the garnishment.</p>  <p>Vendor Information:</p> <p>2181700 EFTPS IRS Payment W/h Tax</p> <ul style="list-style-type: none"> - This vendor is used to pay the taxes paid on applicable wages during the normal payroll process. This payment is sent to the IRS via an EFTPS. - Agencies should not select this vendor. This is for DOP use only. <p>2181701 Internal Revenue Service- ACS</p> <ul style="list-style-type: none"> - This payment is for IRS Levies and is payable to US Treasury with a mailing address of Cincinnati, OH, 45250-5566. This vendor type is “Regular” which will be returned to the agency for mailing and the agency would create their own MDR if desired. <p>218702 Internal Revenue Service</p> <ul style="list-style-type: none"> - This payment is for IRS Volunteer Wage Assignments and is payable to US Treasury with a mailing address of Ogden Service Center, Ogden, UT 84201. This vendor type is “Regular” which will be returned to the agency for mailing and the agency would create their own MDR if desired. <p>Example: 2181701</p>

8. Click  (Enter) to validate the information.

9. Click  (Save) to save.



Once you create and save the Garnishment Document (0194), the Garnishment Order (0195) appears.



When an employee has a federal tax levy the amount of the deduction is determined by how the employee completes the form with regards to their filing status. This has nothing to do with their W-4 filing status as the levy form must be completed to accurately reflect the employee's marital status and dependant information.

10. Complete the following fields on the Garnishment Order (0195):

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description

Rule Non-exempt	R	<p>Notice of Payment Arrangement.</p>  <p>Click the  (Matchcode) to open selection list.</p> <p>Example: 000 (IRS Tax Levy)</p>
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11. Click  (Enter) to display the additional fields for entering the data the employee has provided.

12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Filing Status	R	<p>This is a status elected by the employee for federal tax withholding.</p>  <p>Click the  (Matchcode) to open selection list.</p> <p>1 Single 2 Unmarried Head of Household</p>

		<p>3 Married Filing Joint 4 Married Filing Separate</p> <p>Example: 1 Single</p>
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13. Select employee filling status and click  (Copy) to accept.

14. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Number of exemptions	R	<p>Number of exemptions the employee has claimed on the Federal Tax Levy form.</p> <p>Example: 01</p>
Additional Amount	O	<p>If the IRS allows for any additional exempt amounts above the amount in the table it must be entered here. The amount entered here should be the total of the table amount and the additional exemptions.</p> <p> Note: The Additional Amount field will override the calculated amount which is based on the Filing status and number of exemptions. Manually calculate the exempt amount (using the table provided) and add any additional exemptions. Place the total in the Value field. Run a Payroll Simulation and look for wage type 3030 Levy to view the deduction amount.</p> <p>Example: left blank</p>

Infotype Edit Goto Garnishment Extras System Help

Create Garnishment Order (0195)

Personnel No. 629438 Name SMITH CURTIS P
 PersArea 2250 Washington State Patrol EEGGroup B Civil Service Exempt
 PSubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active
 From 02/10/2009 to 12/31/9999

Garnishment Order

Case no. 111-1234 Internal no. 0001
 Sequence no. 01

Order Type FT Federal Tax Levy
 Rule Non-exempt 000 IRS Tax Levy
 Initial Balance USD
 Deduction

Limit 1	Limit 2	Additional Amount
<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt
Value	Value	Value
Unit	Unit	Unit

Statement of Exemptions and Filing Status

Levy Form 0001 Figuring Amt Form 668-W,-W(c),-W(c)(DO)
 Filing Status 1 Single
 Number of exemptions 1 Additional standard deduction
 Levy Form Date

15. Click  (Enter) to validate entries.

16. Click  (Save) to save.

17.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 629438

Name SMITH CURTIS P

PersArea 2250 Washington State Patrol EEGroup B Civil Service Exempt

PSubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Unemployment State ✓

Withholding Info W4/W5 US ✓

Add. Withh. Info. US ✓

Other Taxes US ✓

IRS Limits USA ✓

Garnishment Document ✓

Garnishment Order ✓

Garnish. Adjustment

Bond Purchases

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Garnishment Document STy



The system displays the message, "Record Created."

18. You have completed this transaction.

Results
You have successfully created an IRS Tax Levy for an employee.
Comments
When payroll has completed. The warrant will be returned to the agency for mailing.