

**Garnishment – Writ Processing**

Transaction Code:  
PA30

**Purpose** Use this procedure to:

- **Create a Writ of garnishment.** You received a Writ of garnishment for one of your employees.
- **Release the garnishment.** The garnishment has been paid in full, but the order to disburse has not been received.
- **Reactivate for Refund.** Your agency received notification that a refund is due for your employee’s writ of garnishment.

**Trigger** Perform this procedure when a garnishment order from the court/creditor has been received.

**Prerequisites**

**Create:**  
A garnishment order has been received.

**Released**  
Garnishment has been paid in full, but the order to disburse has not been received.

**Reactivate for Refund:**  
Garnishment must be in released status.

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

Change History	Change Description
4/4/2007	Procedure created.
4/6/2007	Edits
8/25/2009	Note added re: service charge codes being added to system
1/5/2010	Corrected screen shots of end date of Writ.

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

**Transaction Code** PA30

If	Go to
You need to create a Writ of garnishment	Steps 1-12
You need to place a garnishment into Release status	Steps 13-22
You need to reactivate a garnishment for refund	Steps 35-49



When a Garnishment Document has been placed into **released** status, you need to end date the Garnishment Order associated with the Garnishment Document. The end date on the Garnishment Order should be the last **check date** that a deduction was taken.



For further details regarding garnishments check:

The Office of Financial Management Web site:

<http://www.ofm.wa.gov/default.asp>

The Attorney General Office Web site:

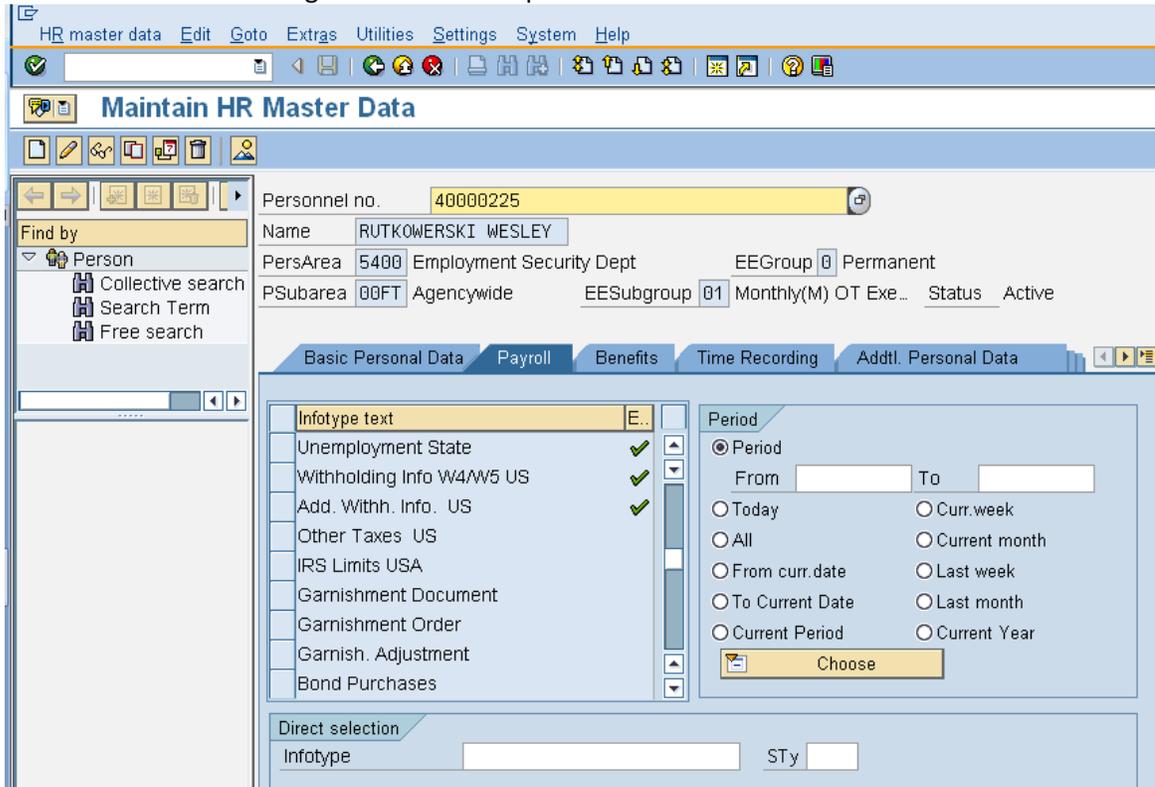
<http://www.atg.wa.gov/>

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

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Status	R	<p>The current legal status of the garnishment</p> <p><b>Active:</b> Wages being withheld.</p> <p><b>Pending:</b> Document has been suspended by order to the originator. No wages are being withheld.</p> <p><b>Inactive:</b> Garnishment has been repaid in full, but not yet released by the originator. No wages are withheld.</p> <p><b>Released:</b> Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency.</p> <p><b>Reactivate for Refund:</b> Garnishment has been reactivated for the purpose of refunding excess garnished wages to the employee.</p> <p><b>Rejected:</b> Garnishment has been issued, but the employee no longer</p>

		works for the agency.  <b>Bankrupt:</b> Garnishment is no longer applicable because the employee has been declared bankrupt.  <b>Example:</b> Active
Received	R	Date garnishment was received by agency. <b>Example:</b> 8/11/2009
Priority	R	This establishes the order in which a like garnishment will be deducted from payroll.  For example: if there are two child support garnishments, one would be "01" and the other 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".  <b>Example:</b> 01
Jurisdiction	R	This is the state in which the person is employed.   The default is WA for Washington State  <b>Example:</b> Washington
Category	R	Type of garnishment <b>Example:</b> Writ
Vendor	R	This is the payee for the garnishment.   <b>For Writs only-</b> The vendor number 9999999 will automatically populate. Money will accrue to the GL5189 account to be disbursed using an A.19 vendor payment.  <b>Example:</b> 9999999
Service Ch	O	 Effective May 2009, three new service charge codes: * 5- \$10 Subsequent Deductions * 6-\$20 Subsequent Deductions * 7-\$ 30 Subsequent Deductions were added to HRMS. Agencies are now allowed to deduct a

		<p>processing fee for writs of garnishments in a pay period other than the first occurrence of the garnishment deduction. HRMS is configured to attempt to collect the fee as entered on <i>Garnishment Document (0194)</i> in subsequent periods where the writ of garnishment deduction is taken.</p> <p> For additional information on garnishments or disposable earnings calculations, see: <a href="#">OFM Website Payroll Resources page</a>, Item 9-Garnishments. You can also refer to the DOP Communication <b>HRMS- Writ of Garnishment Service Charge</b> found on the <a href="#">DOP Message Center</a> website.</p> <p><b>Example: 5 - \$10 Subsequent Deductions</b></p>
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7.

Infotype Edit Goto Garnishment Extras System Help

**Create Garnishment Document (0194)**

Order Calculate end date Review

Personnel No. 40000225 Name RUTKOWSKI WESLEY

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 09/10/2009 to 11/08/2009

**Garnishment Document**

Case no. 111 Internal no. 0001

Status 1 Active Received 08/24/2009 Released

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

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

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



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

10. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Rule Non-exempt	R	Notice of Payment Arrangement. <b>Example:</b> 000 (Creditor)
Initial Balance	R	The beginning balance of a Writ.  A Writ is the <b>only</b> garnishment category that requires an

		Initial Balance amount. <b>Example:</b> 2500
Deduction Value	R	Regular deduction amount to be taken from employee wages to retire employee garnishment debt.  Deduction value is a percentage or amount that defines how much pay will be garnished.  <b>Example:</b> 50 (dollars) 10(percentage of net payroll)
Deduction (Unlabeled list box to the <b>right</b> of Deduction)	R	The deduction unit.  When entering a percentage always select “Percentage of Net” so that the disposable earnings calculation is used in determining garnishment amount/unit.  <b>Example:</b> Pay period amount Percentage of Net

Infotype Edit Goto Garnishment Extras System Help

### Create Garnishment Order (0195)

Review

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  
From 09/10/2009 to 11/08/2009

**Garnishment Order**

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

Order Type CC Court Payment/Creditor  
Rule Non-exempt 000 Creditor  
Initial Balance 2,500.00 USD  
Deduction 10.00 1 Percentage of net

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

11. Click  (Enter) to validate entries

12. Click  (Save) to save entries.



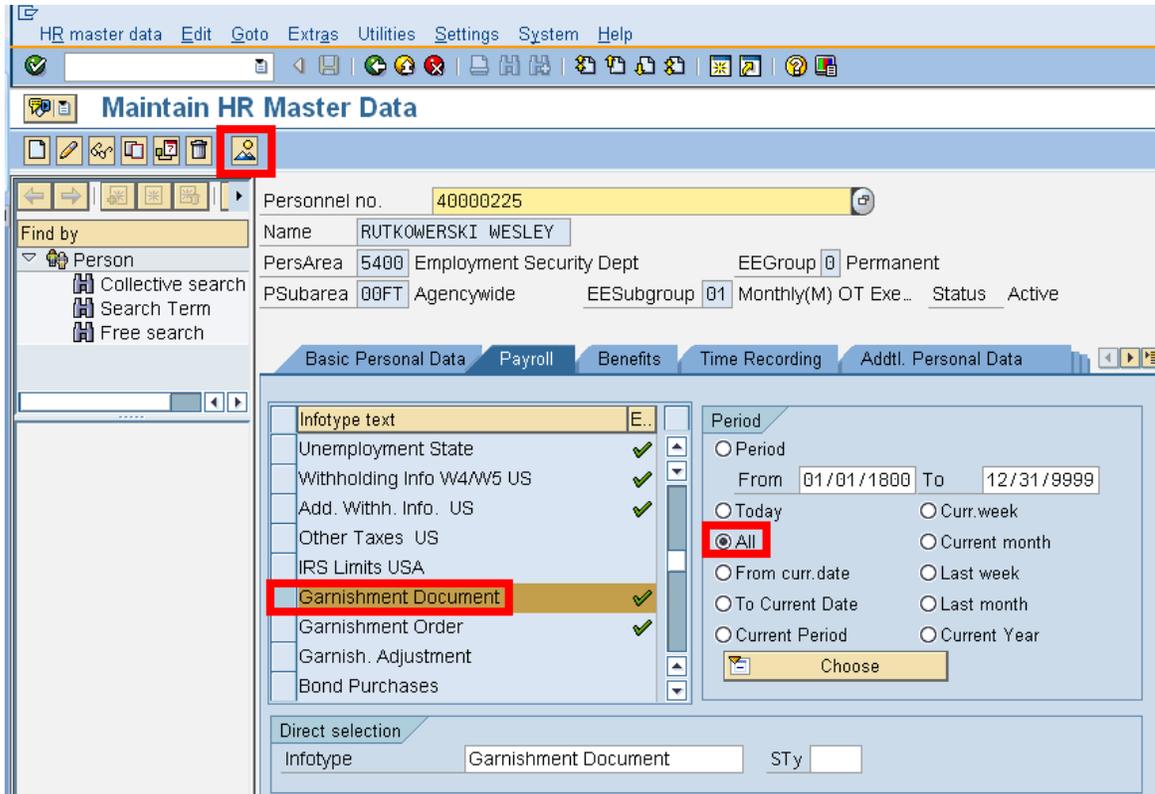
You have created a Writ of garnishment.



The system displays the message, "Record created."



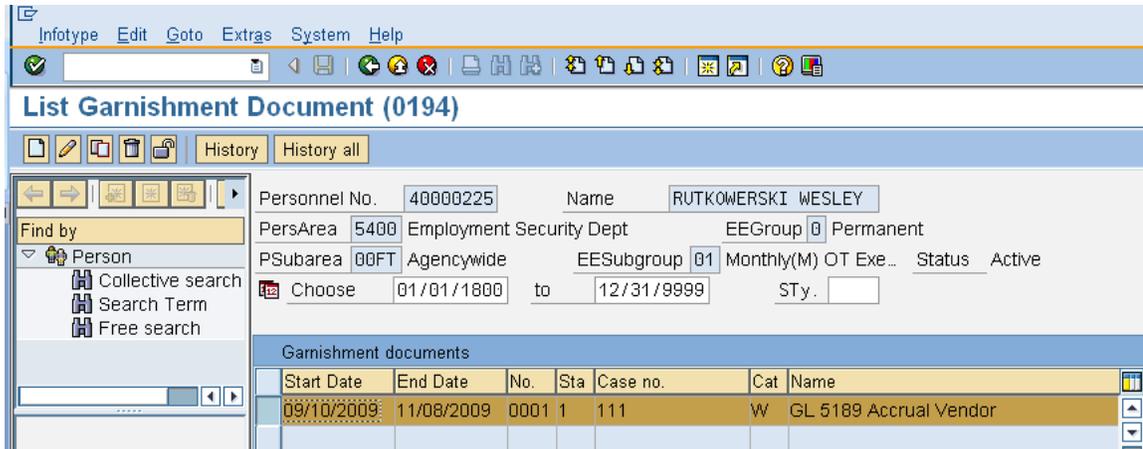
To change the status of the Writ to "Released" follow the steps 13-22



13. 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.  <b>Example:</b> 40000225

14. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
15. Click the  tab to select.
16. Select the blue box to the left of  Garnishment Document  to select.
17. Click  (**Overview**) for an overview of all actions.



18. Click the box to the left of Writ that needs to be released to select.

19. Click  (Change) to end date the document.

20. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	<p>Enter the actual check date of the last deduction.</p> <p> Most frequently the actual check dates (pay dates) are the 10<sup>th</sup> and 25<sup>th</sup> of the month. If the actual check date (pay date) falls on another day, you will need to use that date.</p> <p>Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23<sup>rd</sup> 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><b>Example: 11/25/2009</b></p>

Change Garnishment Document (0194)

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 09/10/2009 to 11/25/2009 End 09/26/2009 KELLYW

Garnishment Document  
 Case no. 111 Internal no. 0001  
 Status 1 Active Received 08/11/2009 Released  
 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 ans. Elapsed days  
 Service Ch 5 \$10 Subsequent Deductions First reply

21. Click  (Enter) to validate entries.
22. Click  (Save) to save entries.
23. You need to end date the order connected with the garnishment

Maintain HR Master Data

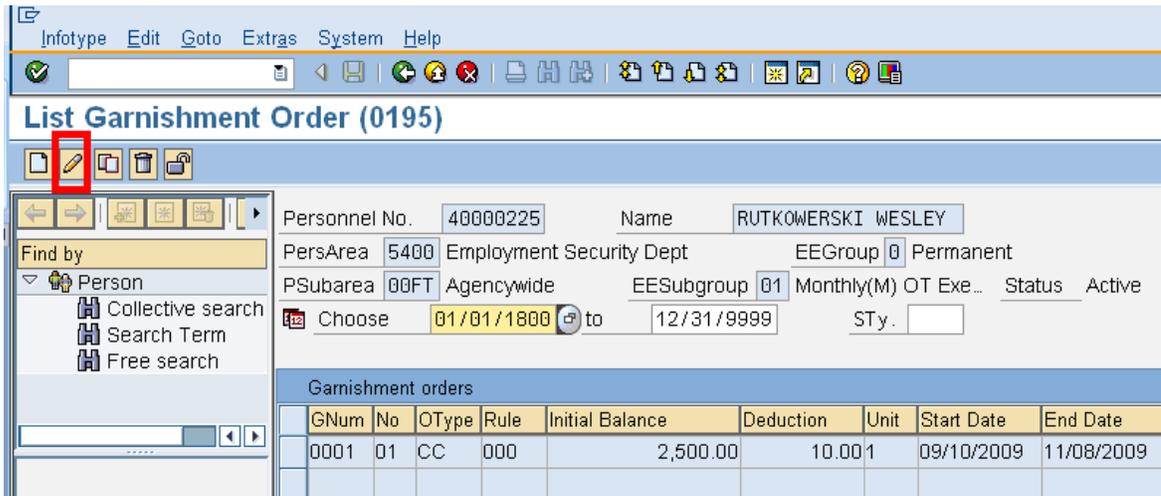
Personnel no. 40000225  
 Name RUTKOWERSKI WESLEY  
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent  
 PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text	E..	Period
Unemployment State	<input checked="" type="checkbox"/>	<input type="radio"/> Period
Withholding Info W4W5 US	<input checked="" type="checkbox"/>	From 01/01/1800 To 12/31/9999
Add. With. Info. US	<input checked="" type="checkbox"/>	<input type="radio"/> Today <input type="radio"/> Curr. week
Other Taxes US	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> All <input type="radio"/> Current month
IRS Limits USA	<input type="checkbox"/>	<input type="radio"/> From curr. date <input type="radio"/> Last week
Garnishment Document	<input checked="" type="checkbox"/>	<input type="radio"/> To Current Date <input type="radio"/> Last month
<b>Garnishment Order</b>	<input checked="" type="checkbox"/>	<input type="radio"/> Current Period <input type="radio"/> Current Year
Garnish. Adjustment	<input type="checkbox"/>	<input type="button" value="Choose"/>
Bond Purchases	<input type="checkbox"/>	

Direct selection  
 Infotype Garnishment Order STy

24. Click  (**Overview**) for an overview of all actions.



25. Click  (change) to end date the order.

26. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To Date	R	<p>Enter the actual check date of the last deduction.</p> <p> Most frequently the actual check dates (pay dates) are the 10<sup>th</sup> and 25<sup>th</sup> of the month. If the actual check date (pay date) falls on another day, you will need to use that date.</p> <p>Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23<sup>rd</sup> 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><b>Example: 11/25/2009</b></p>

Change Garnishment Order (0195)

Personnel No. 40000225 Name RUTKOWERSKI WESLEY

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide FFSubgroup 01 Monthly(M) OT Exe... Status Active

From 09/10/2009 to 11/25/2009 Chg. 09/26/2009 KELLYW

Garnishment Order

Case no. 111 Internal no. 0001

Sequence no. 01

Order Type CC Court Payment/Creditor

Rule Non-exempt 000 Creditor

Initial Balance 25,000.00 USD

Deduction 10.00 1 Percentage of net

Limit 1:  Non-exempt  Exempt

Limit 2:  Non-exempt  Exempt

Additional Amount:  Non-exempt  Exempt

27. Click (Enter) to validate entries.

28. Click (Save) to save entries.



Now that the garnishment has been end dated, you can release the garnishment. Use the



(Back) button to return to the Maintain HR Master Data screen

Maintain HR Master Data

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

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

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

From 01/01/1800 To 12/31/9999

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

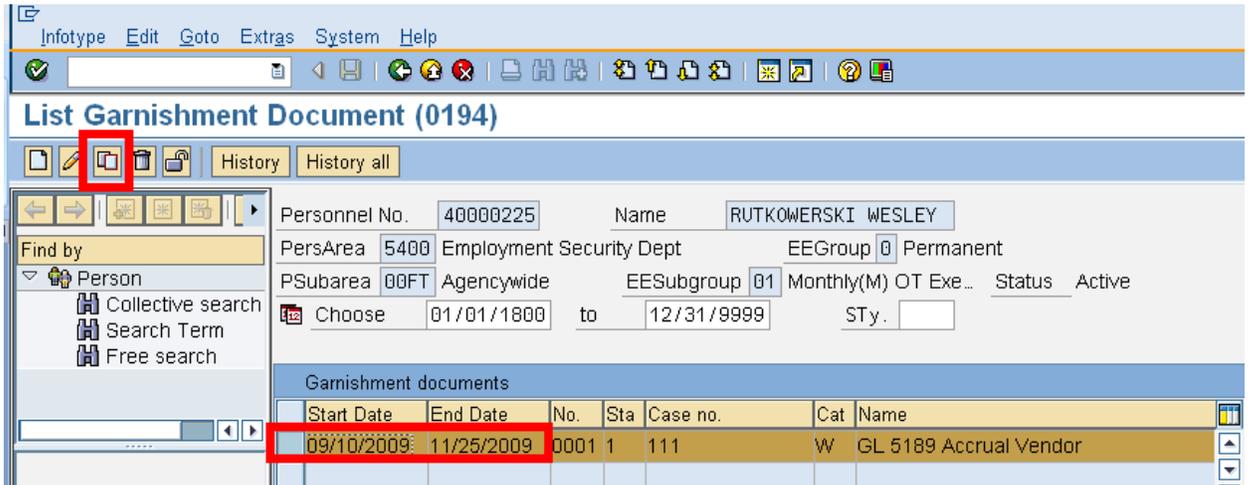
Direct selection

Infotype Garnishment Document STy

29. Select the box to the left of Garnishment Document.

30. Click (Overview)

31. Check the box to the left of the garnishment to place into release status and click  (copy):



32. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	The day <b>after</b> the last deduction was taken from the employee.  <b>Example: 11/26/2009</b>
To Date	R	Enter the system default date of <b>12/31/9999</b>
Status	R	The current legal status of the garnishment  <b>Released:</b> Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency.  <b>Example: Released</b>
Released Date	R	The date your agency received notification to release the employees garnishment.  <b>Example: 11/23/2009</b>

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

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



To reactivate a garnishment for refund, follow steps 35- 48



A garnishment must be in “Released” status to “reactivate for refund”.

The screenshot shows the 'Maintain HR Master Data' window. The 'Personnel no.' field is set to 40000225. The 'Name' field is RUTKOWSKI WESLEY. The 'Garnishment Document' checkbox is checked and highlighted with a red box. The 'Payroll' tab is selected. The 'Direct selection' section shows 'Infotype' as 'Garnishment Document' and 'STy' as an empty field.

35. Complete the following fields:

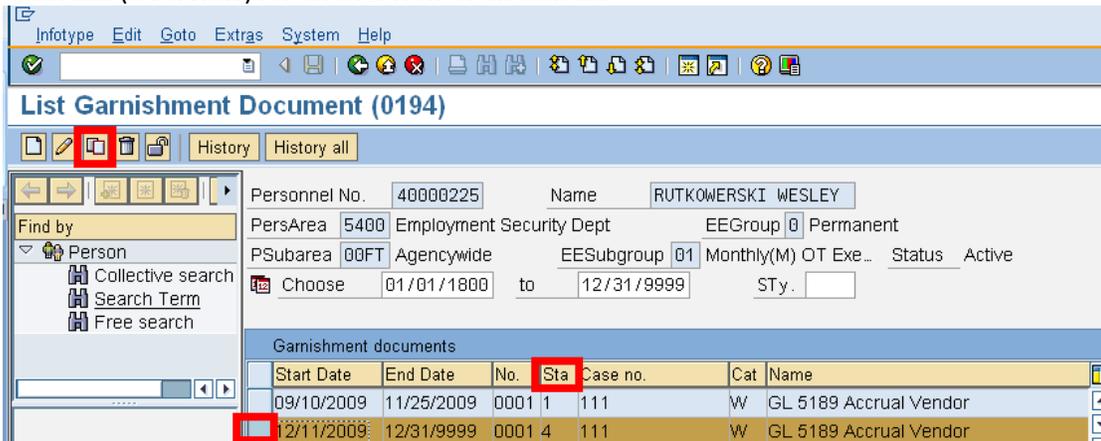
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee’s unique identifying number. <b>Example:</b> 40000225

36. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.

37. Click the  tab to select.

38. Select the blue box to the left of  Garnishment Document  to select.

39. Click  (**Overview**) for an overview of all actions.



To determine which garnishment is in “released” status, look in the “Sta” column of the overview. Garnishments with the following numbers listed in that column are:

1. Active
2. Pending
3. Inactive
4. Released
5. Reactivated for refund
6. Rejected
7. Bankrupt



40. Click  (**Copy**) to copy.

41. Complete the following fields:

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

Infotype Edit Goto Garnishment Extras System Help

Copy Garnishment Document (0194)

Order Order fast entry Garnishment history Customizing review

Find by  
Person  
Collective search  
Search Term  
Free search

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

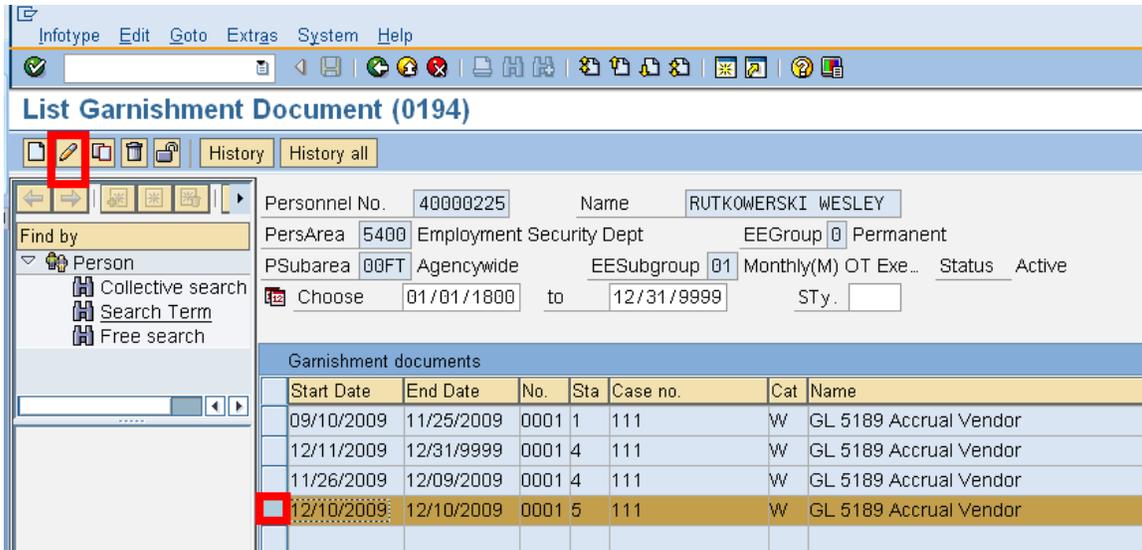
Garnishment Document  
Case no. 111 Internal no. 0001  
Status 5 Reactivate for refund Received 08/11/2009 Released 11/23/2009  
Priority 1 Jurisdiction WA Washington Category W Writ  
Vendor 9999999 Originator  
Name GL 5189 Accrual Vendor Name  
Street Street  
City OLYMPIA City  
Zip code 98504 State 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

42. Click  (Enter) to validate entries.

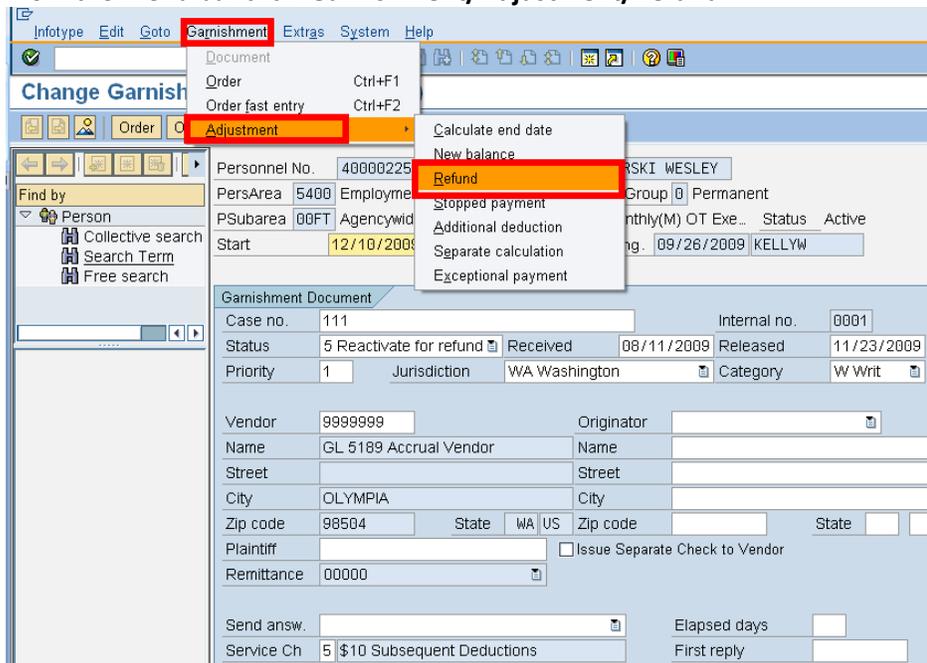
43. Click  (Save) to save entries.



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



44. Click  (**Change**) to create the refund.
45. From the Menu bar click **Garnishment/Adjustment/Refund**



46. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Adjustment date	R	The date in which the garnishment is adjusted.  <b>Example:</b> 12/10/2009

SeqNo of garn orders	R	This is associated with the number of garnishment orders that exist for the employee.  <b>Example:</b> 01
Adjustment Amount	R	This is the dollar amount of the garnishment to be adjusted.  <b>Example:</b> 75
Adjustment Wage Type	R	This is the wage type representing the type of garnishment adjustment being created.  <b>Example:</b> 3060 (Refund/Stop Paym. Exempt)

47. Click  (Enter) to validate entries.
48. Click  (Save) to save entries.
49. You have completed this transaction

<b>Results</b>
You have created a Writ garnishment, released the garnishment and reactivated the garnishment for refund.
<b>Comments</b>
None.