

Garnishment – Writ Adjustments

Transaction Code:
PA30

- Purpose** Use this procedure to make an adjustment to the amount being deducted from an employee’s pay for a garnishment.
- Trigger** Perform this procedure when the agency is notified that the garnishment amount for an **existing** garnishment has changed. Or, the writ deduction needs to be updated to reflect the final payment.
- 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
1/12/2009	Procedure created.

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

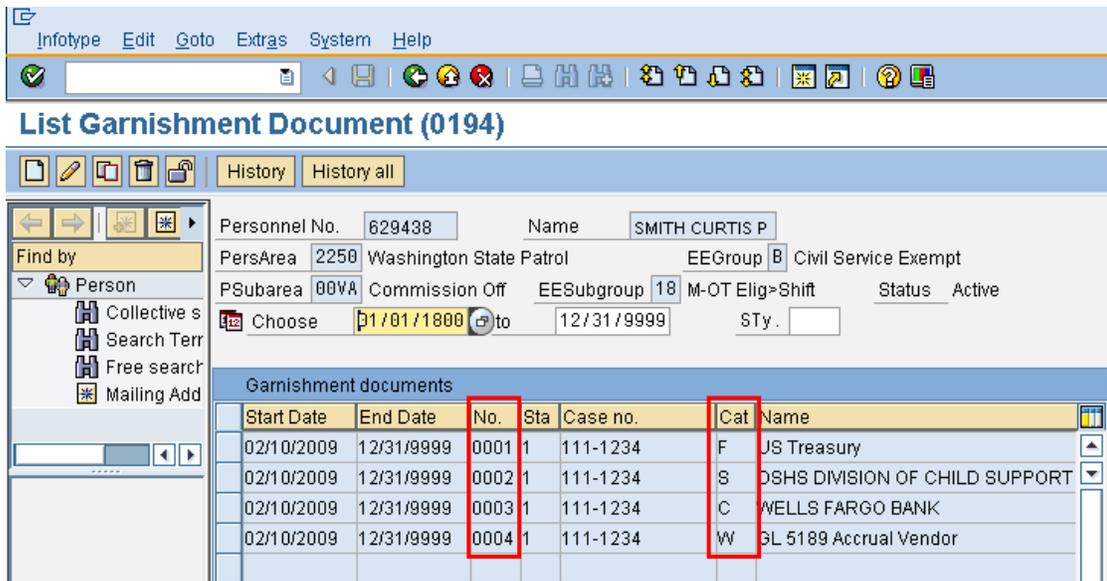
1. Start the transaction using the above menu path or transaction code **PA30**.

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  (Overview) to display a list of all garnishment documents.
7. If an employee has multiple garnishments you will want to look at the Garnishment Document (0194) overview to view the No. and Category columns. HRMS automatically assigns a sequencing number as a new document is created. This sequencing number links the Garnishment Document (0194) to the Garnishment Order (0195). For example, we see below that document No. 0004 has a Category of W (writ).



List Garnishment Document (0194)

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
 Choose 01/01/1800 to 12/31/9999 STy.

Start Date	End Date	No.	Sta	Case no.	Cat Name
02/10/2009	12/31/9999	0001	1	111-1234	F US Treasury
02/10/2009	12/31/9999	0002	1	111-1234	S DSHS DIVISION OF CHILD SUPPORT
02/10/2009	12/31/9999	0003	1	111-1234	C WELLS FARGO BANK
02/10/2009	12/31/9999	0004	1	111-1234	W GL 5189 Accrual Vendor

8. Click  (Back) to return to the previous screen.
9. Select the blue box to the left of  to select.
10. Click  (Overview) to display a list of all garnishment orders.
11. To find the corresponding Garnishment Order (0195) you will want to look at the GNumber column for 0004. In the OType column you will see the code CC (Court Payment/Creditor) which is a Writ.

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 PersArea 2250 Washington State Patrol EEGroup B Civil Service Exempt
 PSubarea 00VA Commission Off EESubgroup 18 M-OT Elig>Shift Status Active
 Choose 01/01/1800 to 12/31/9999 STy .

GNum	No	OType	Rule	Initial Balance	Deduction	Unit	Start Date	End Date	LI
0001	01	FT	000	0.00	0.00		02/10/2009	12/31/9999	
0002	01	CS	000	0.00	150.00	3	02/10/2009	12/31/9999	
0003	01	CT	001	0.00	50.00	3	02/10/2009	12/31/9999	
0004	01	CC	000	5,495.68	50.00	3	02/10/2009	03/10/2011	

12. Click the blue box to the left of the **same** order to select. Click  (Copy) to copy the record.

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
 From 03/25/2011 to 03/25/2011

Garnishment Order

Case no. 111-1234 Internal no. 0004
 Sequence no. 01

Order Type CC Court Payment/Creditor
 Rule Non-exempt 000 Creditor

Initial Balance 59.27 USD New balance
 Deduction 59.27 3 Pay period amount

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 <input type="text"/>	Value <input type="text"/>	Value <input type="text"/>
Unit <input type="text"/>	Unit <input type="text"/>	Unit <input type="text"/>

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

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
From	R	<p>This is the actual check date the record is to begin. Use the next check date following the last deduction.</p> <p>For example, the last deduction was taken on 3/10/2011. The From date for this example will be 3/25/2011.</p> <p> The start date for a 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 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: 3/25/2011</p>
To	C	<p>The actual check date in which the last deduction should be taken.</p> <p> The date should fall on the last actual check date for the pay period of the deduction.</p> <p>Example: 03/25/2011</p>
Initial Balance	R	<p>The beginning balance of a Writ.</p> <p> In this example we are entering the final payment. If the amount of the Writ has changed, enter that amount.</p> <p>Example: 59.27</p>
New Balance	R	<p>Check this box if the balance is less that the original Initial Balance.</p> <p>Example one: Agency receives vendor letter stating the initial balance should be \$4,000 rather than the \$4244.78 stated on the original letter. Do check the New Balance box</p> <p>Example two: Agency received vendor letter stating the initial balance should be \$5,000 rather than \$2500 stated on the original letter. Do</p>

		not check the New Balance box.
Deduction Value	R	<p>Regular deduction amount to be taken from employee wages to retire employee garnishment debt.</p>  <p>Deduction value is a percentage or flat dollar amount that defines how much pay will be garnished.</p> <p>Example: 150 (dollars) 30(percentage of net payroll)</p> <p>For our example, we are entering 59.27</p>
Deduction (Unlabeled list box to the right of Deduction)	R	<p>The deduction unit.</p>  <p>When entering a percentage always select “Percentage of Net” so that the disposable earnings calculation is used in determining garnishment amount/unit.</p> <p>Example: Pay period amount Percentage of Net</p> <p>For our example, we are entering Pay period amount</p>

Infotype Edit Goto Garnishment Extras System Help

Copy Garnishment Order (0195)

History Review

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

From 03/25/2011 to 03/25/2011

Garnishment Order

Case no. 111-1234 Internal no. 0004

Sequence no. 01

Order Type CC Court Payment/Creditor

Rule Non-exempt 000 Creditor

Initial Balance 59.27 USD New balance

Deduction 59.27 3 Pay period amount

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

14. Click  (**Enter**) to validate entries.
15. Click  (**Save**) to save.

16.



The system displays the message, "Record Created."

17. You have completed this transaction.

Results
You have successfully created an adjustment for an employee.
Comments
By running a payroll simulation, you can verify that correct dollar amount will be deducted from the employee's pay. Look for the following wage types associated with the garnishment types in the payroll results table: 3005 Court Payment/Creditor