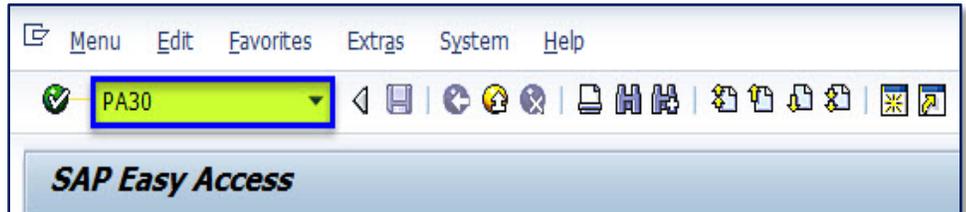


HRMS Garnishments

Create Garnishment–Student Loans

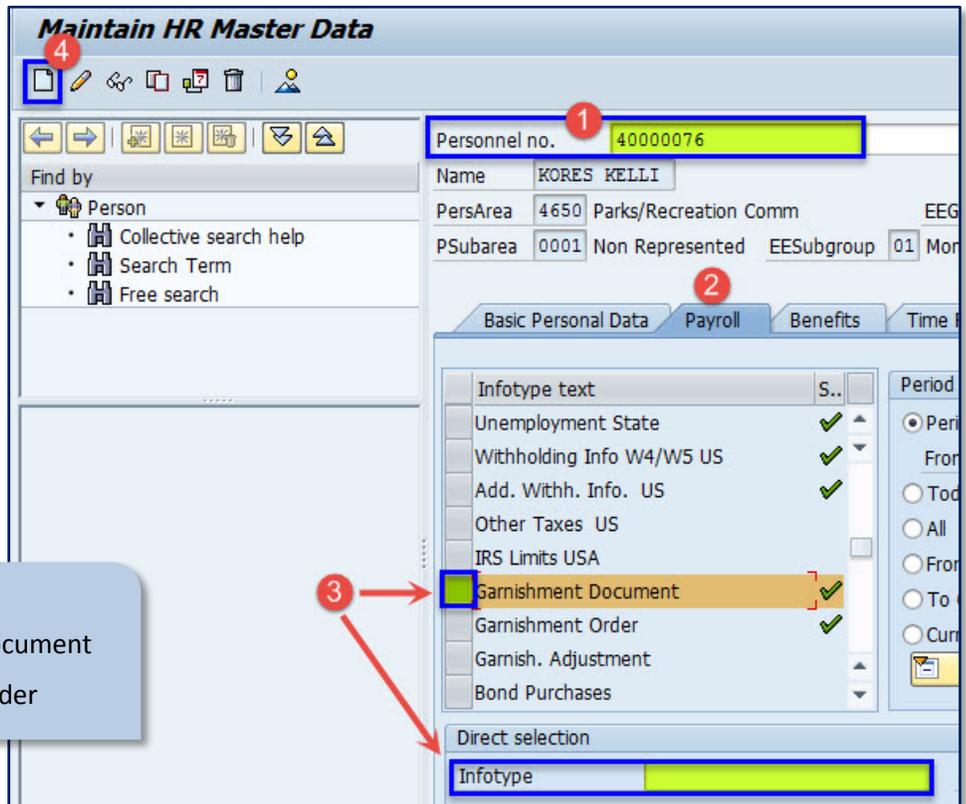
This procedure is used to create a garnishment for federal garnishments that are not tax related, student loans.

1. Enter transaction code "PA30" and click the  **Enter** icon.



2. Follow steps 1-4:

- 1 Enter employee's **Personnel Number**
- 2 Select the **Payroll** tab
- 3 In the *InfoType Text* list, scroll to select **Garnishment Document** OR enter the InfoType number (see box)
- 4 Click the **Create** icon



Garnishments InfoTypes:
0194–Garnishment Document
0195–Garnishment Order

Create Garnishment–Educational Loans (cont.)

3. In the **Start** field, enter the actual check date of the first check the garnishment should become active.

Leave the **to** field (end date) as 12/31/9999.

Personnel No.	40000166	Name	SMITH EMMETT
PersArea	4610	Dept of Ecology	EEGroup 0 Permanent
PSubarea	00J2	Agencywide	EESubgroup 01 Monthly(M) OT Exe... Status Active
Start	<input checked="" type="checkbox"/>	to	12/31/9999

Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	Internal no.	0003
Status	Active	Received	02/03/2015
Priority	<input checked="" type="checkbox"/>	Jurisdiction	Washington
Category	<input checked="" type="checkbox"/>		

The **Start** field may not always fall on the 10th or the 25th.

Examples:

If the 10th or the 25th falls on a Saturday, this Start date would be the day prior.

If the 10th or the 25th falls on a Sunday, this Start date would be the Monday following.

Make sure you check the state payday calendar at:

<http://hr.wa.gov/payroll/HRMS/PayrollCalendarSchedules/Pages/default.aspx>

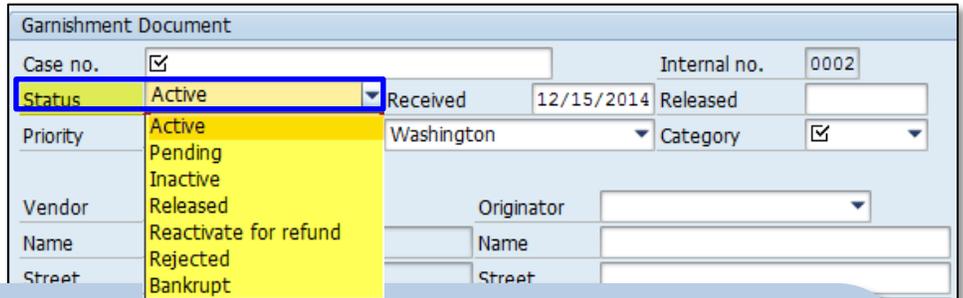
4. Enter the **Case no.** on the educational loan garnishment.

Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	Internal no.	0002
Status	Active	Received	12/15/2014
Priority	<input checked="" type="checkbox"/>	Jurisdiction	Washington
Category	<input checked="" type="checkbox"/>		

Vendor		Originator	
Name		Name	
Street		Street	
City		City	
Zip code		State	
Plaintiff		<input type="checkbox"/> Issue Separate Check to Vendor	
Remittance	00000		

Create Garnishment-Educational Loans (cont.)

5. Select the legal **Status** from the drop-down menu.



Status Option Definitions & Shortcut Numbers:

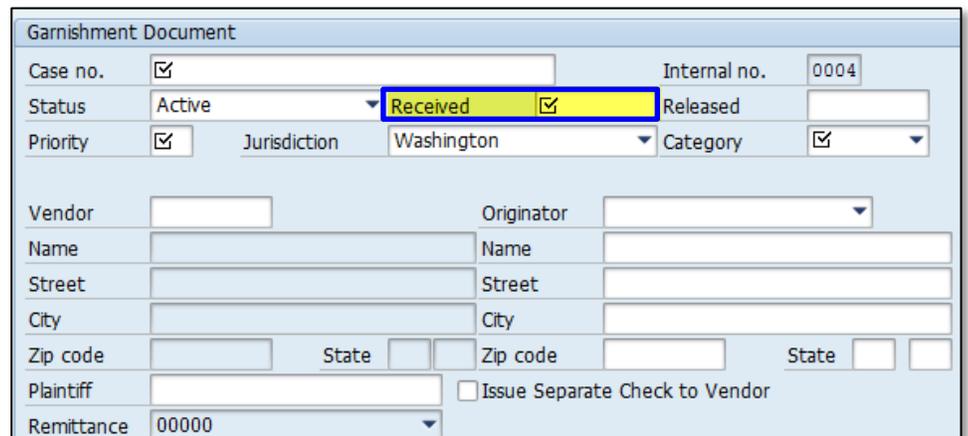
- 01= Active**—Document is active.
- 02= Pending**—Document was suspended by order or the originator.
- 03= Inactive**—Garnishment was repaid in full, but not yet released by the originator.
- 04= Release**—Garnishment has been paid in full and notification from the court/ creditor has been received by the agency.
- 05= Re-activate for refund**—Garnishment has been reactivated for the purpose of refunding excess garnishment wages to the employee.
- 06= Rejected**—Garnishment was issued, but employee no longer works for the agency.
- 07= Bankrupt**—Garnishment is no longer applicable because the employee has been declared bankrupt.

6. Enter the agency received date stamped on the garnishment.

Example:

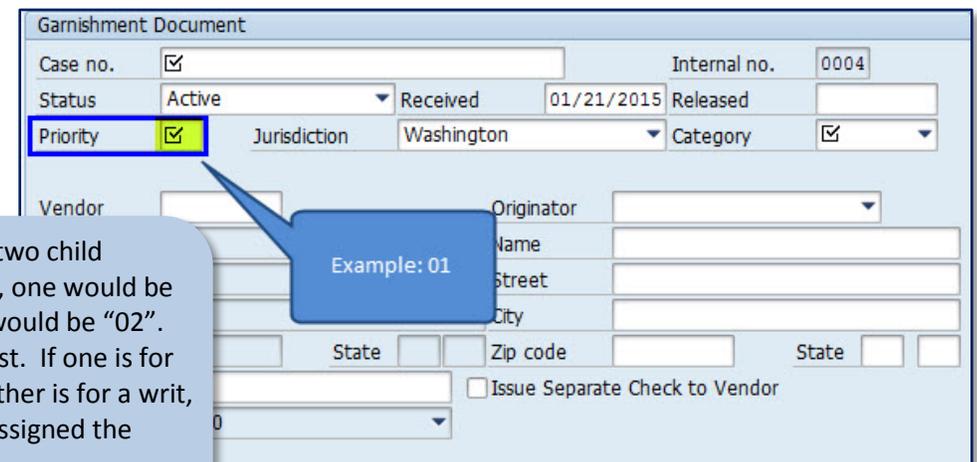
RECEIVED
DES

2015 JAN 26 P 1:19



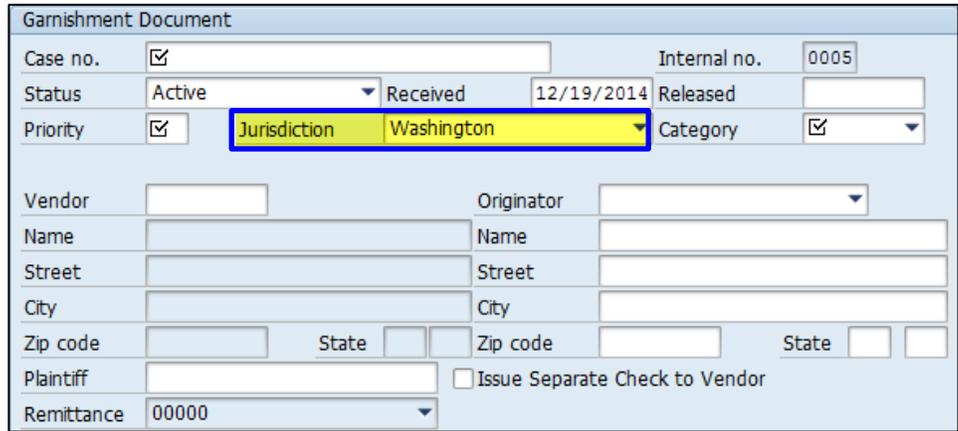
7. Enter the **Priority** number to establish the order garnishments will be deducted from payroll.

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".



Create Garnishment–Educational Loans (cont.)

8. Using the drop-down menu, select the **Jurisdiction** where the employee is employed.



Garnishment Document

Case no. Internal no. 0005

Status Active Received 12/19/2014 Released

Priority Jurisdiction Washington Category

Vendor Originator

Name Name

Street Street

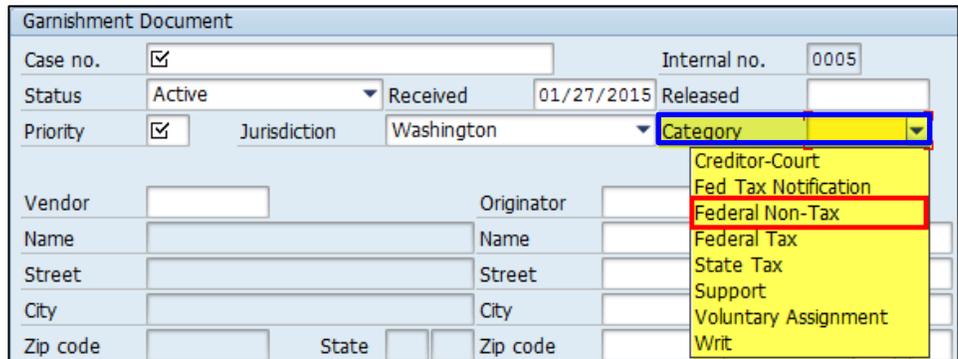
City City

Zip code State Zip code State

Plaintiff Issue Separate Check to Vendor

Remittance 00000

9. In the **Category** field, use the drop-down menu and select “Federal Non-Tax” or enter “G”.



Garnishment Document

Case no. Internal no. 0005

Status Active Received 01/27/2015 Released

Priority Jurisdiction Washington Category

Vendor Originator

Name Name

Street Street

City City

Zip code State Zip code State

Plaintiff Issue Separate Check to Vendor

Remittance 00000

Category Options:

- Creditor-Court
- Fed Tax Notification
- Federal Non-Tax
- Federal Tax
- State Tax
- Support
- Voluntary Assignment
- Writ

Category Options:

Creditor/Court (C) Wage assignments. Examples: educational loans, court orders, bankruptcy orders.

Federal Tax (F) Federal delinquent tax levy. Example: levy.

Federal Non Tax (G) Federal garnishments that are not tax related. Example: student loans.

State Tax (T) State delinquency tax.

Support (S) Child support, spousal support, and alimony.

Voluntary (V) Employee’s written consent to transfer future wages to a third party.

Writ (W) 60 days writs of garnishment. Examples: writ of garnishment for continuing lien on earnings and writ of garnishment for non-continuing lien.

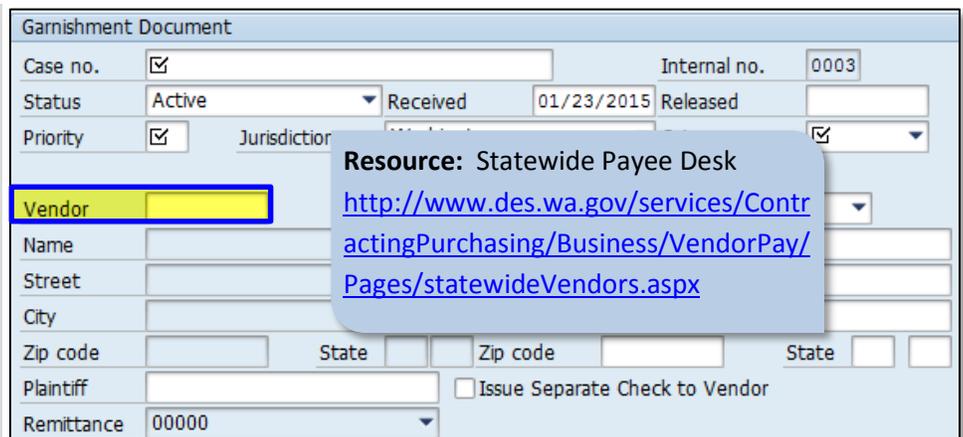
Federal Tax Notification (N) Federal tax notice of payment agreement.

Create Garnishment-Educational Loans (cont.)

10. In the **Vendor** field, you may search for a vendor.

If you cannot locate a vendor number, contact the Statewide Payee Desk.

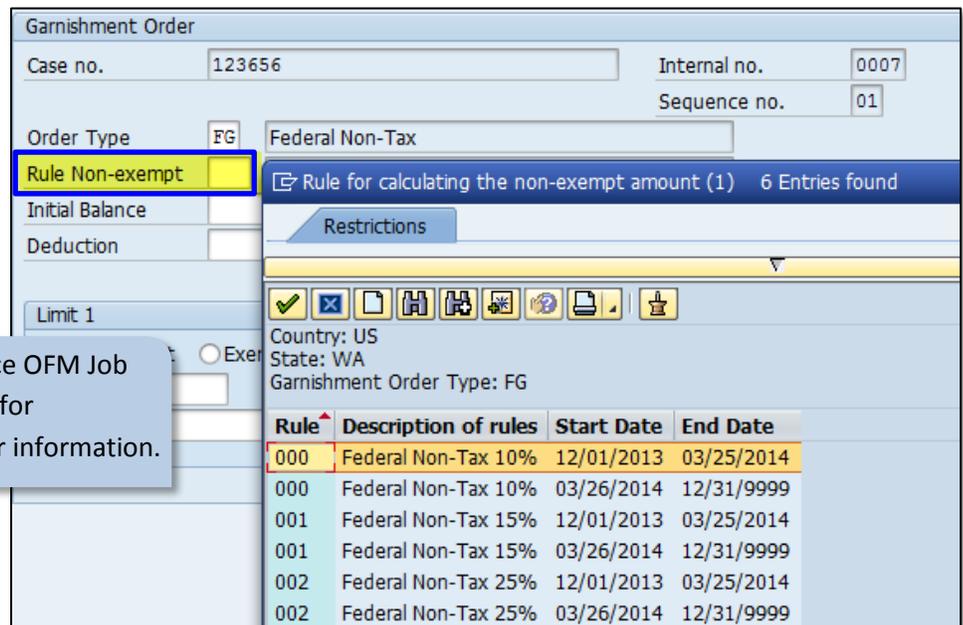
Click the  **Enter** icon and then click the  **Save** icon, and the garnishment order will appear.



Resource: Statewide Payee Desk
<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/statewideVendors.aspx>

11. For **Rule Non-Exempt**, select the appropriate description of rules.

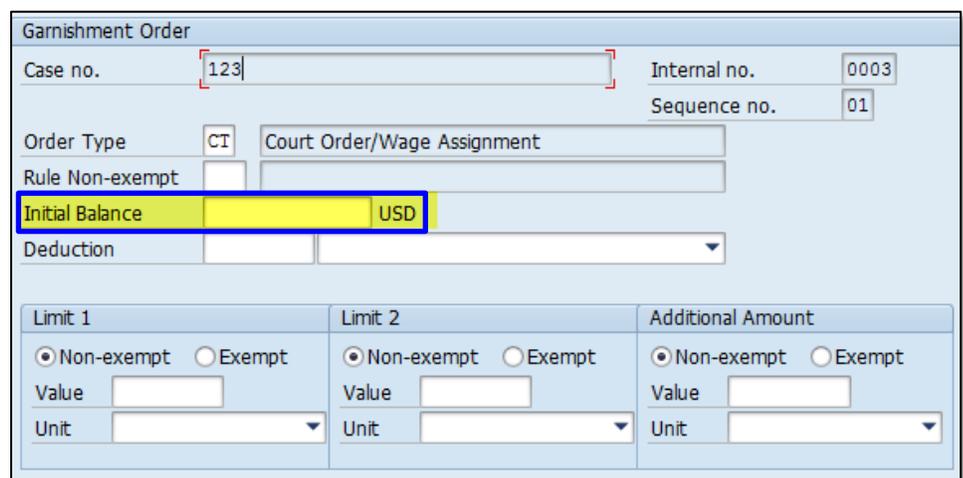
Resource: You may reference OFM Job Aid Calculation Spreadsheet for Educational Loans for further information.



Rule	Description of rules	Start Date	End Date
000	Federal Non-Tax 10%	12/01/2013	03/25/2014
000	Federal Non-Tax 10%	03/26/2014	12/31/9999
001	Federal Non-Tax 15%	12/01/2013	03/25/2014
001	Federal Non-Tax 15%	03/26/2014	12/31/9999
002	Federal Non-Tax 25%	12/01/2013	03/25/2014
002	Federal Non-Tax 25%	03/26/2014	12/31/9999

12. For the **Initial Balance** field, enter the balance provided on the educational loan garnishment.

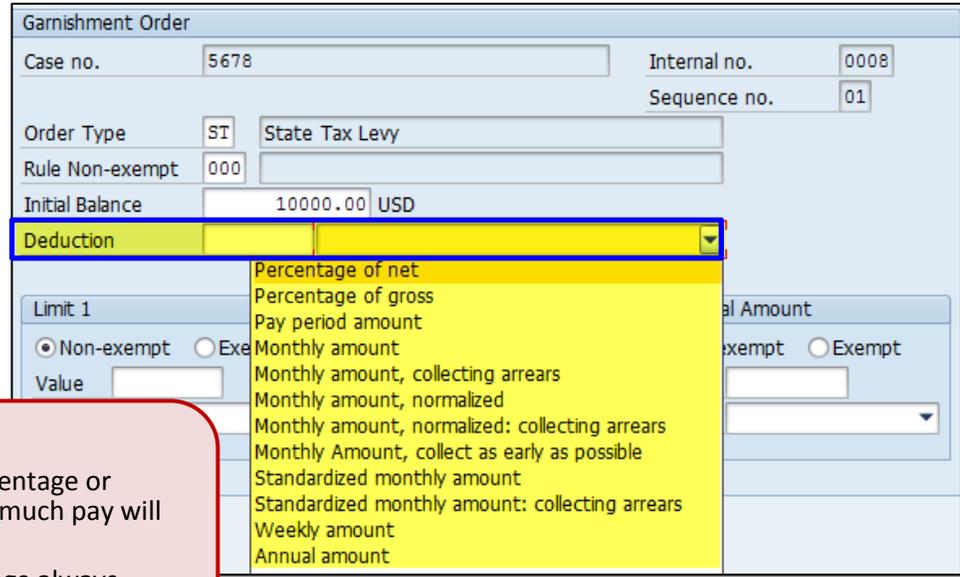
If no balance is provided, leave this field blank.



Create Garnishment–Educational Loans (cont.)

13. In the **Deduction Value**, enter either a percentage or amount. Change the **Deduction Description** based on the garnishment.

Click the  **Enter** icon and then click the  **Save** icon.



The screenshot shows the 'Garnishment Order' form. The 'Deduction' dropdown menu is open, displaying the following options:

- Percentage of net
- Percentage of gross
- Pay period amount
- Monthly amount
- Monthly amount, collecting arrears
- Monthly amount, normalized
- Monthly amount, normalized: collecting arrears
- Monthly Amount, collect as early as possible
- Standardized monthly amount
- Standardized monthly amount: collecting arrears
- Weekly amount
- Annual amount

Other visible fields in the form include:

- Case no.: 5678
- Internal no.: 0008
- Sequence no.: 01
- Order Type: ST State Tax Levy
- Rule Non-exempt: 000
- Initial Balance: 10000.00 USD
- Limit 1: Non-exempt Exempt
- Value: [Empty field]

Important:

Deduction Value is a percentage or amount that defines how much pay will be garnished.

When entering a percentage always select "Percentage of net," in the **Deduction Description**.