

## HRMS Garnishments *Adjustment- Refund*

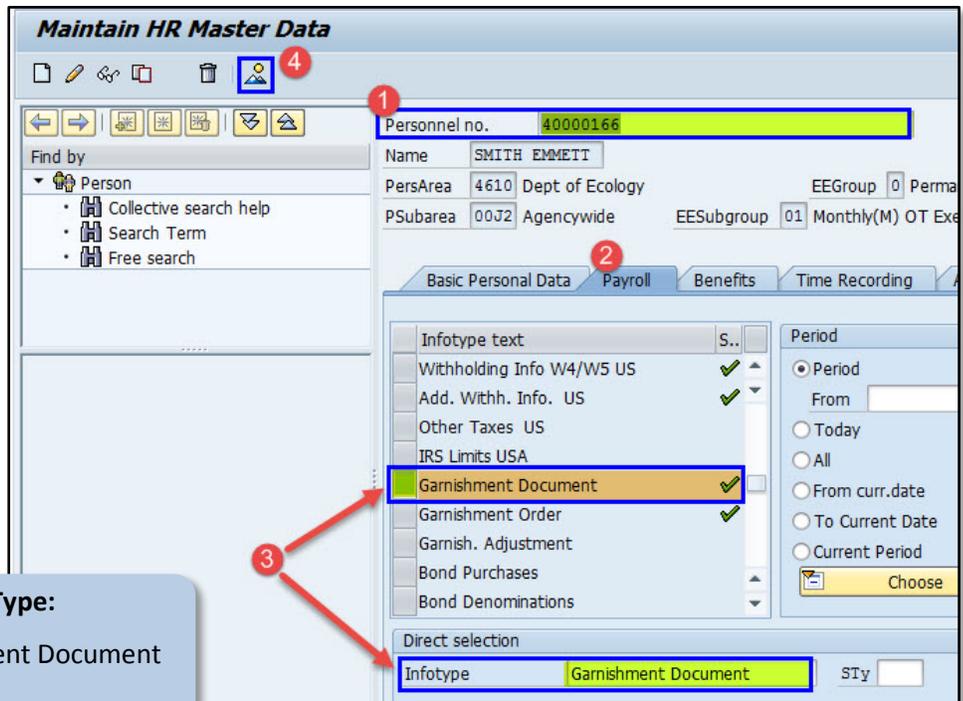
This procedure is used to perform a garnishment refund.

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

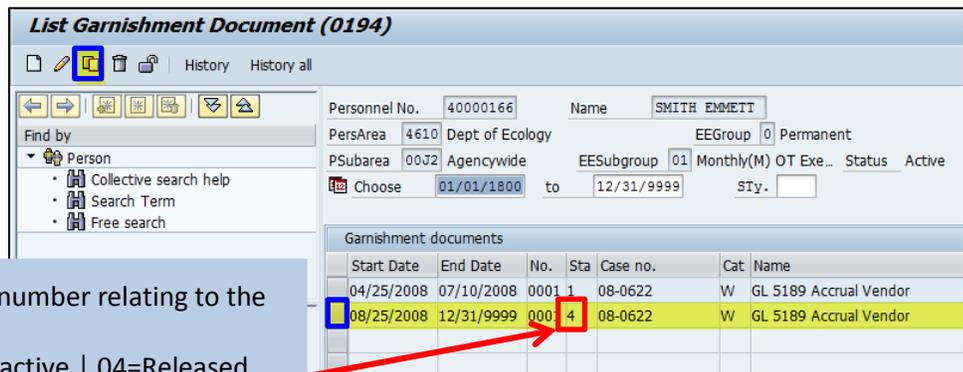


2. Follow steps 1-4:

- 1 Enter the employee's **Personnel no.**
- 2 Click on the **Payroll** tab
- 3 Scroll down and select **Garnishment Document** or enter the **InfoType** number
- 4 Click the  **Overview** button



3. Click the grey box to the left of the garnishment that needs to be updated and click the  **Copy** icon.



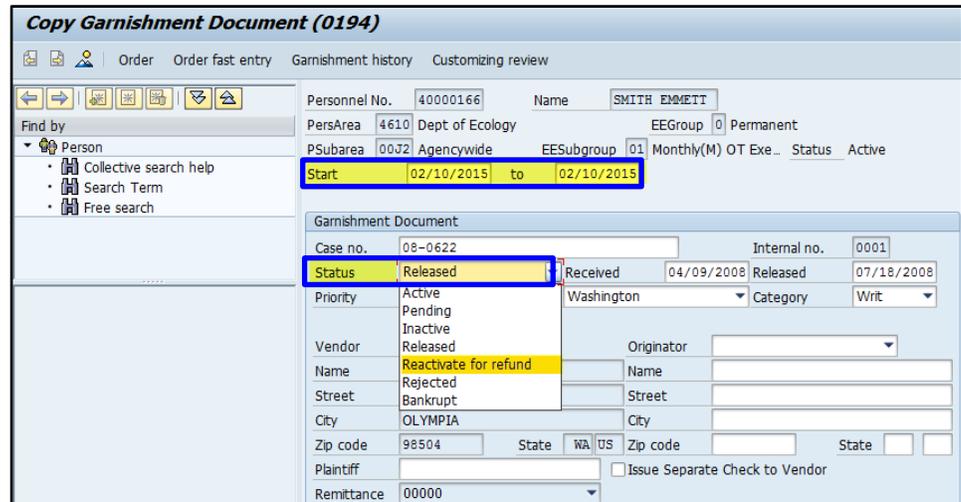
**Note:** Each document has a **Sta** number relating to the garnishment status.  
01=Active | 02=Pending | 03=Inactive | 04=Released  
05=Reactivate for refund | 06=Rejected | 07=Bankrupt

## Garnishment Adjustments–Refund (cont.)

4. In the **Start** field and **to** field enter the actual check date.

Using the drop down menu, in the **Status** field, select “Reactivate for Refund.”

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

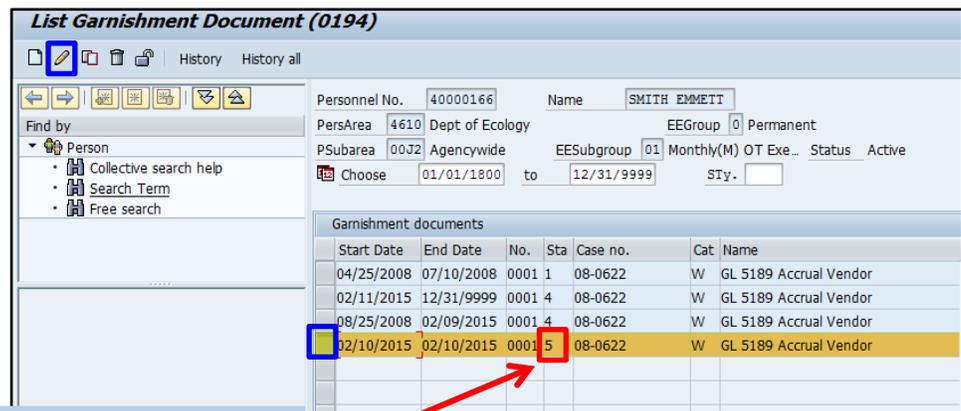


**Copy Garnishment Document (0194)**

Personnel No. 40000166 Name SMITH EMMETT  
 PersArea 4610 Dept of Ecology EGroup 0 Permanent  
 PSubarea 00J2 Agencywide ESubgroup 01 Monthly(M) OT Exe... Status Active  
 Start 02/10/2015 to 02/10/2015

Garnishment Document  
 Case no. 08-0622 Internal no. 0001  
 Status Released Received 04/09/2008 Released 07/18/2008  
 Priority Active  
 Vendor Released Originator  
 Name Reactivate for refund Name  
 Street Bankrupt Street  
 City OLYMPIA City  
 Zip code 98504 State WA US Zip code State  
 Plaintiff Issue Separate Check to Vendor  
 Remittance 00000

5. The List Garnishment Document screen will appear; click on the grey box to the left of the garnishment with the status **Reactivate for refund** (5) and click the  **Change** icon.



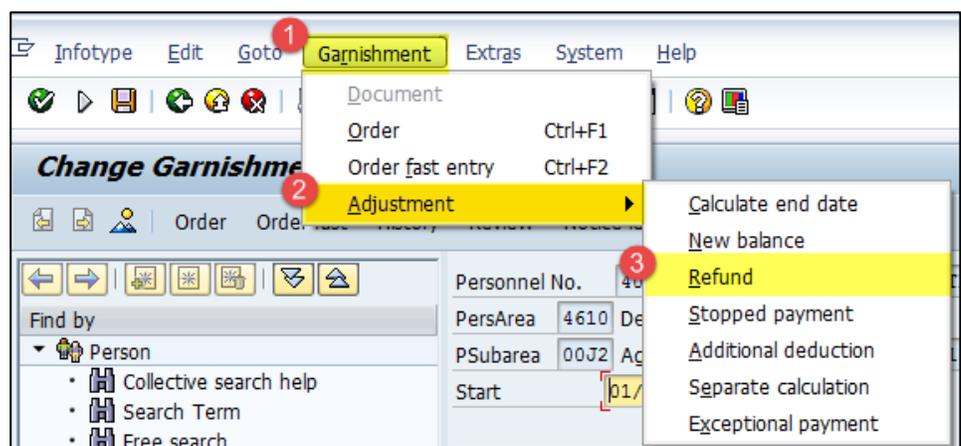
**List Garnishment Document (0194)**

Personnel No. 40000166 Name SMITH EMMETT  
 PersArea 4610 Dept of Ecology EGroup 0 Permanent  
 PSubarea 00J2 Agencywide ESubgroup 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
02/11/2015	12/31/9999	0001	4	08-0622	W	GL 5189 Accrual Vendor
08/25/2008	02/09/2015	0001	4	08-0622	W	GL 5189 Accrual Vendor
02/10/2015	02/10/2015	0001	5	08-0622	W	GL 5189 Accrual Vendor

**Note:** Each document has a **Sta** number relating to the garnishment status.  
 01=Active | 02=Pending | 03=Inactive | 04=Released  
 05=Reactivate for refund | 06=Rejected | 07=Bankrupt

6. Refund access pathway:  
 From the menu bar choose **Garnishment** → **Adjustment** → **Refund**.



Infotype Edit Goto **Garnishment** Extras System Help

Change Garnishment

Order Order fast entry

Personnel No. 40000166  
 PersArea 4610 Dept of Ecology  
 PSubarea 00J2 Agencywide  
 Start 01/01/1800

- Document
- Order Ctrl+F1
- Order fast entry Ctrl+F2
- Adjustment
  - Calculate end date
  - New balance
  - Refund**
  - Stopped payment
  - Additional deduction
  - Separate calculation
  - Exceptional payment

## Garnishment Adjustments–Refund (cont.)

### 7. Adjustment date:

Enter the check date when the garnishment will be refunded.

### SeqNo of garn orders:

Enter the employee's number of garnishment orders.

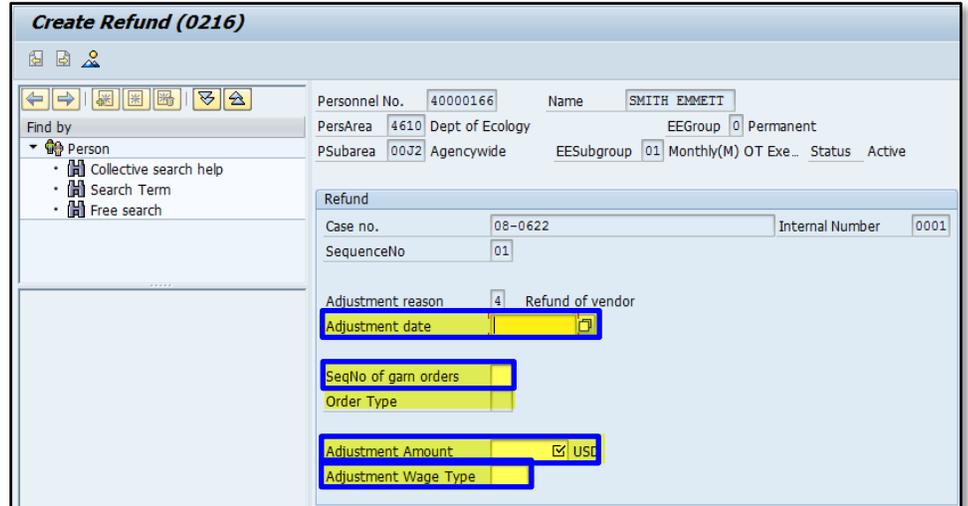
### Adjustment Amount:

Enter the dollar amount of the garnishment to be refunded.

### Adjustment Wage Type:

Enter "3060", which represents the wage type for refund.

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



**Create Refund (0216)**

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

Find by  
 Person  
 Collective search help  
 Search Term  
 Free search

Refund  
 Case no. 08-0622 Internal Number 0001  
 SequenceNo 01  
 Adjustment reason 4 Refund of vendor  
 Adjustment date   
 SeqNo of garn orders  
 Order Type  
 Adjustment Amount  USD  
 Adjustment Wage Type