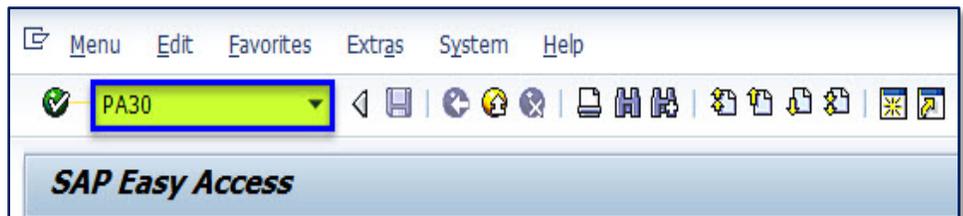


HRMS–Garnishments

Release a Garnishment

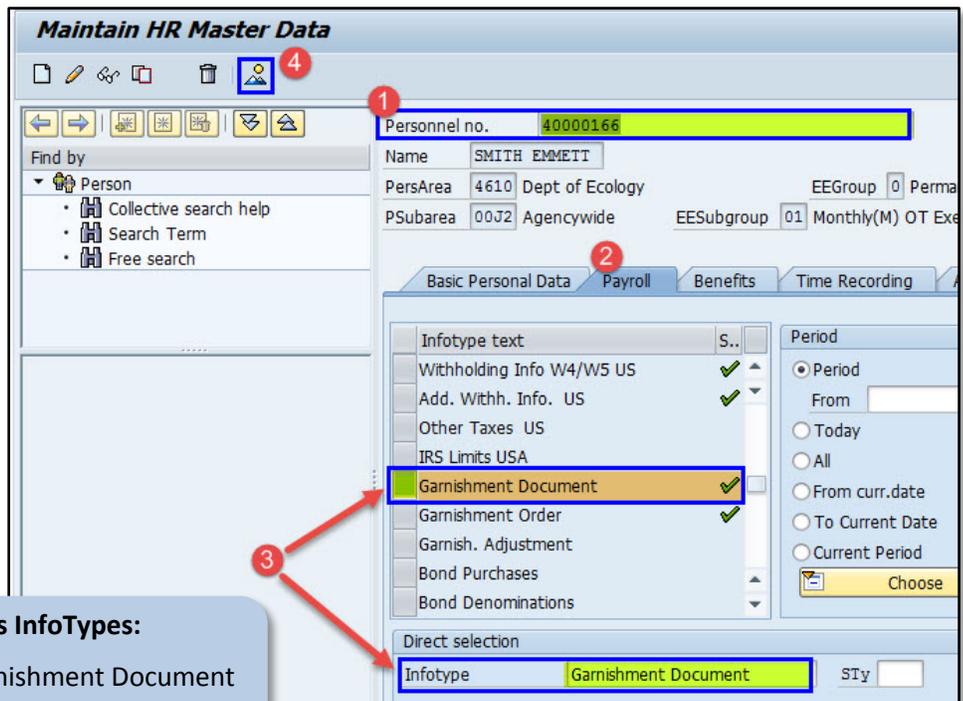
This procedure is used to release a garnishment. You must release both the Garnishment Order and the Garnishment Document.

1. Enter transaction code “PA30” and click the  **Enter** icon.



2. Follow steps 1-4 to access the Garnishment Order relating to this release.

- 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



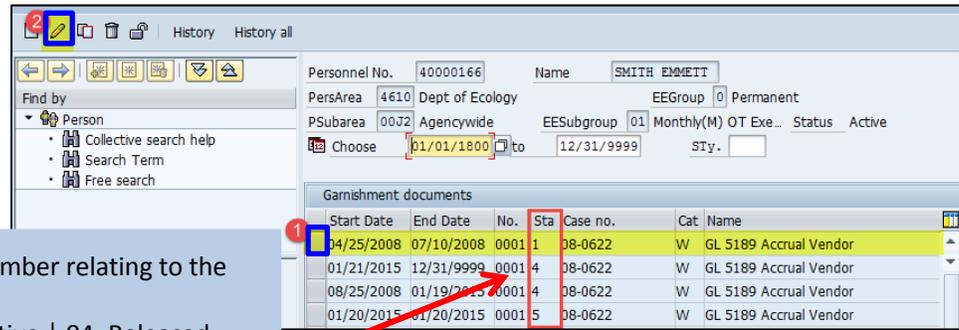
Garnishments InfoTypes:
0194–Garnishment Document
0195–Garnishment Order

Release a Garnishment (cont.)

3. Click the grey box to the left of the garnishment document to be updated and click the  **Change** icon.

Note: Each document has a **Sta** number relating to the garnishment status.

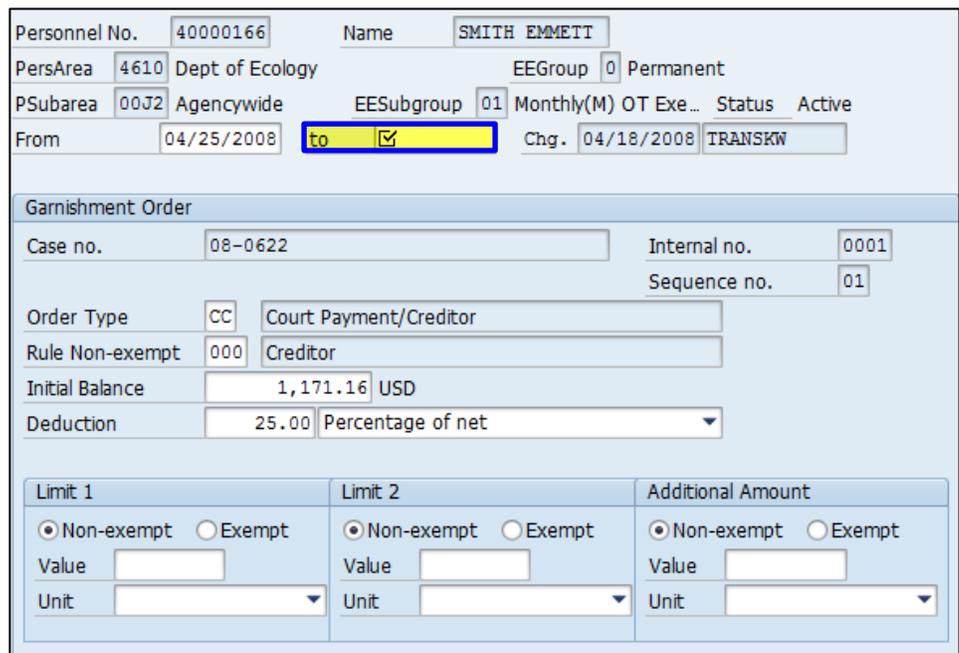
01=Active | 02=Pending | 03=Inactive | 04=Released
05=Reactivate for refund | 06=Rejected | 07=Bankrupt



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
01/21/2015	12/31/9999	0001	4	08-0622	W	GL 5189 Accrual Vendor
08/25/2008	01/19/2015	0001	4	08-0622	W	GL 5189 Accrual Vendor
01/20/2015	01/20/2015	0001	5	08-0622	W	GL 5189 Accrual Vendor

4. In the **to** field, enter the day after the last check date the deduction was taken.

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



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
 From 04/25/2008 to Chg. 04/18/2008 TRANSKW

Garnishment Order

Case no. 08-0622 Internal no. 0001
 Sequence no. 01

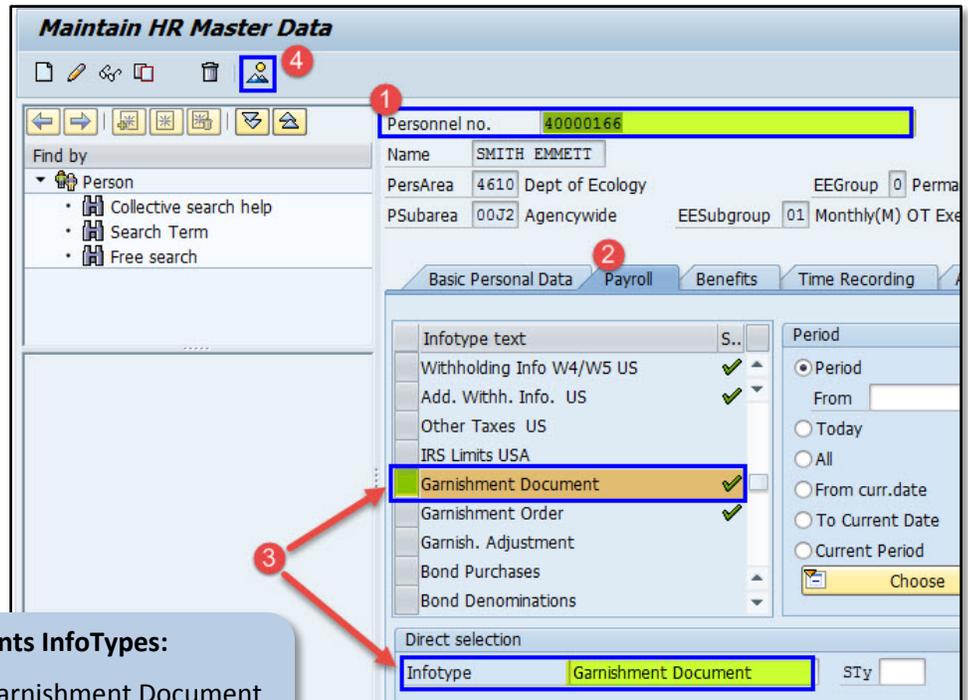
Order Type CC Court Payment/Creditor
 Rule Non-exempt 000 Creditor
 Initial Balance 1,171.16 USD
 Deduction 25.00 Percentage of net

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

Release a Garnishment (cont.)

5. Follow steps 1-4 to access the garnishment document related to this release.

- 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



Maintain HR Master Data

Personnel no. 40000166

Name SMITH EMMETT

PersArea 4610 Dept of Ecology

PSubarea 00J2 Agencywide

EEGroup 01 Monthly(M) OT Exe

Basic Personal Data Payroll Benefits Time Recording

Infotype text S..

Withholding Info W4/W5 US ✓

Add. Withh. Info. US ✓

Other Taxes US

IRS Limits USA

Garnishment Document ✓

Garnishment Order ✓

Garnish. Adjustment

Bond Purchases

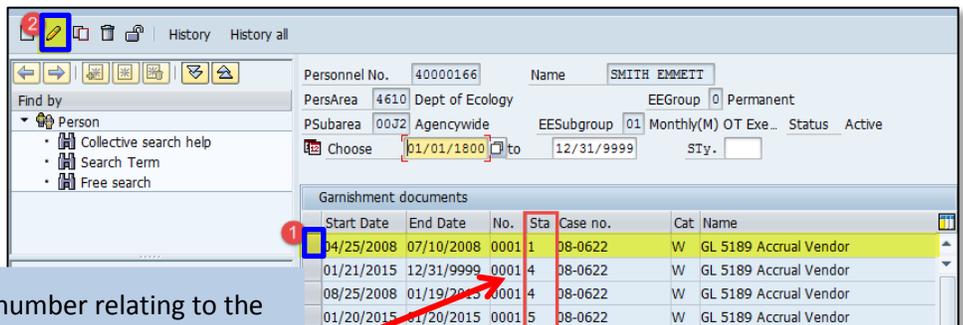
Bond Denominations

Direct selection

Infotype Garnishment Document STy

Garnishments InfoTypes:
 0194–Garnishment Document
 0195–Garnishment Order

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



Personnel No. 40000166 Name SMITH EMMETT

PersArea 4610 Dept of Ecology

PSubarea 00J2 Agencywide

EEGroup 01 Monthly(M) OT Exe... Status Active

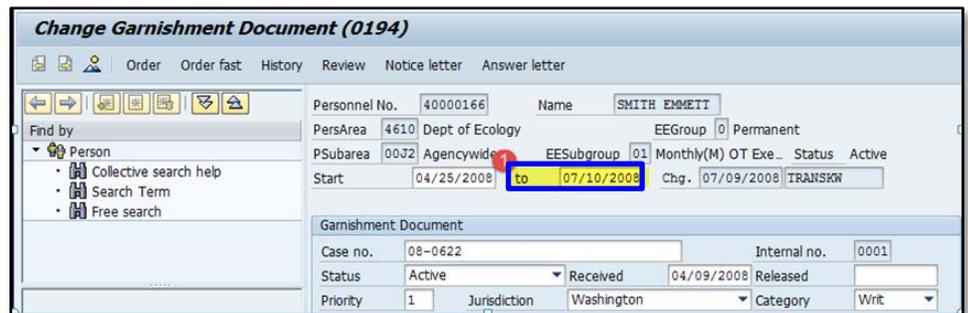
Choose 01/01/1800 to 12/31/9999 STy.

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
01/21/2015	12/31/9999	0001	4	08-0622	W	GL 5189 Accrual Vendor
08/25/2008	01/19/2015	0001	4	08-0622	W	GL 5189 Accrual Vendor
01/20/2015	01/20/2015	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

7. In the **to** field, enter the actual check date in which the garnishment is released.

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



Change Garnishment Document (0194)

Personnel No. 40000166 Name SMITH EMMETT

PersArea 4610 Dept of Ecology

PSubarea 00J2 Agencywide

EEGroup 01 Monthly(M) OT Exe... Status Active

Start 04/25/2008 to 07/10/2008 Chg. 07/09/2008 TRANSKW

Garnishment Document

Case no. 08-0622 Internal no. 0001

Status Active Received 04/09/2008 Released

Priority 1 Jurisdiction Washington Category Writ

Release a Garnishment (cont.)

8. Select the garnishment you want to change the status of and select the  **Copy** icon to place it into release status.

List Garnishment Document (0194)

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

Find by
 Person
 Collective search help
 Search Term
 Free search

Garnishment documents

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
01/20/2015	12/31/9999	0002	1	123456	F	US Treasury
01/23/2015	12/31/9999	0003	1	123	C	US Treasury
01/21/2015	12/31/9999	0001	4	08-0622	W	GL 5189 Accrual Vendor
08/25/2008	01/19/2015	0001	4	08-0622	W	GL 5189 Accrual Vendor
01/20/2015	01/20/2015	0001	5	08-0622	W	GL 5189 Accrual Vendor

9. Follow steps 1-3 below:

- 1 Enter the **Start** date as the day after the final deduction was taken.
- 2 Change the **Status** to released.
- 3 Enter the date the garnishment was repaid in full and released by the originator.

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

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 05/11/2015 to 12/31/9999

Garnishment Document

Case no. 123456 Internal no. 0002
 Status Released Received 01/20/2015 Released 05/08/2015
 Priority 1 Jurisdiction Washington Category Federal ...

Vendor 2181701 Originator Court
 Name US Treasury Name
 Street Street
 City Fresno City
 Zip code 93779-4017 State CA US Zip code State
 Plaintiff Issue Separate Check to Vendor
 Remittance 00000