

Garnishment – Delimit

Transaction Code:
PA30

- Purpose** Use this procedure to delimit a garnishment deduction for an employee. This involves setting an end date for a record when it will no longer be valid. Delimited records are retained as an historical account.
- Trigger** Perform this procedure when the agency is notified to stop a garnishment of wages for an employee.
- 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.

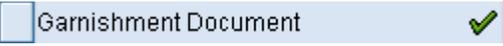
Procedure

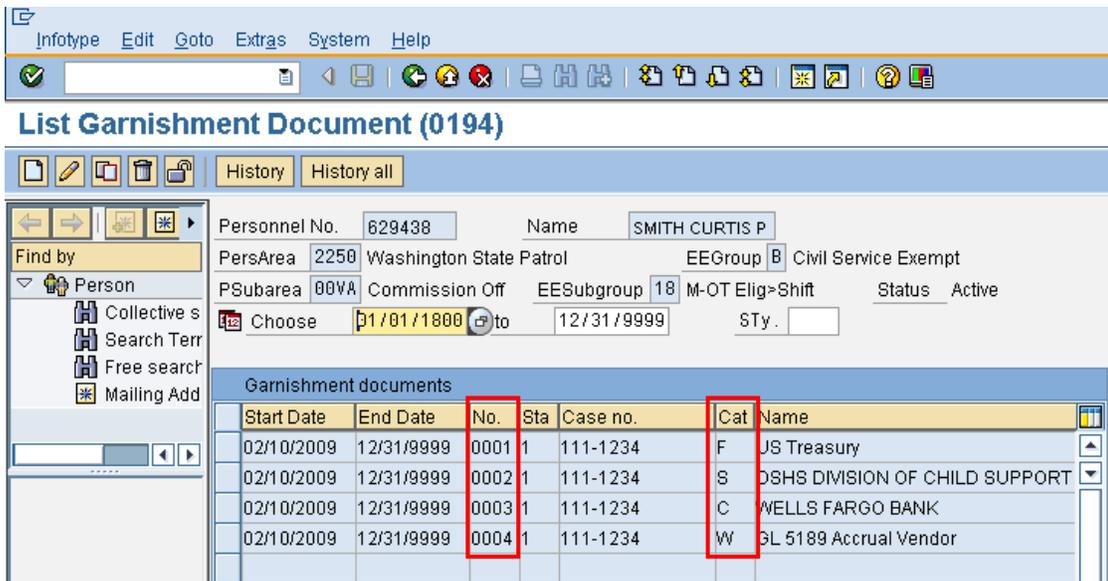
1. Start the transaction using the above menu path or transaction code **PA30**.

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. 0002 has a Category of S (Child Support).



List Garnishment Document (0194)

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
 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. Select the blue box to the left of the record to select.
- | | | | | | | | |
|--------------------------|------------|------------|------|---|----------|---|--------------------------------|
| <input type="checkbox"/> | 02/10/2009 | 12/31/9999 | 0002 | 1 | 111-1234 | S | DSHS DIVISION OF CHILD SUPPORT |
|--------------------------|------------|------------|------|---|----------|---|--------------------------------|
9. Click  (Change) to change the record.
 10. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	C	The actual check date in which the last deduction was taken.  The date should fall on the last actual check date for the last deduction taken. Example: 12/10/2009

11. Click  (Enter) to validate entries.
12. Click  (Save) to save.
13. Click  (Back) to return to the previous screen.
14. Select the blue box to the left of **Garnishment Order**  to select.
15. Click  (Overview) to display a list of all garnishment orders.
16.  To find the corresponding Garnishment Order (0195) you will want to look at the GNumber column for 0002. In the OType column you will see the code CS (Child Support).

17. Select the blue box to the left of the record to select.

02/10/2009	12/31/9999	0002	1	111-1234	S	DSHS DIVISION OF CHILD SUPPORT
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18. Click  (Change) to change the record.

19. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	C	<p>The actual check date in which the last deduction was taken.</p> <p> The date should fall on the last actual check date for the last deduction taken.</p> <p>Example: 12/10/2009</p>



Both the Garnishment Document (0194) and Garnishment Order (0195) records should have the same **To** date ending the deduction. This date should be the actual check date of the last deduction.

20. Click  (**Enter**) to validate entries.
21. Click  (**Save**) to save.
 The system displays the message, "Record changed."
22. You have completed this transaction.

Results
You have successfully delimited a garnishment deduction for an employee.
Comments
If both the Garnishment Document (0194) and Garnishment Order (0195) are not end dated it could cause problems if the garnishment is later reinstated. When end dating a document and order for a prior timeframe (retro period) and no payments have been taken, use the actual check date for the pay period just passed.