

U. S. Coast Guard
Pay & Personnel Center (PPC)
Global Payroll
Garnishment Processing

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GARNISHMENTS

Introduction This guide will step you through the proper steps to start, change, and stop garnishments in Global Payroll. The following will be discussed:

- **Garnishment Starts** – Action necessary to start a garnishment. This includes multiple garnishment starts.
- **Garnishment Stops** – Action necessary to stop a garnishment.
- **Garnishment Changes** – Action necessary to change a garnishment.

Garnishment Starts Follow the steps below to start a garnishment in Global Payroll.

STEP	ACTION	
1	Sign into Global Payroll.	
2	Click on Favorites and then click on Garnishments Specification. Note: To make the garnishment page a favorite, follow the path below and then click on the Add to My Links link at the top right of page and then click Save. Global Payroll & Absence Mgmt > Payee Data > Garnishment/Court Orders > Assign Garnishment USA	
3	Enter the member's EMPLID and press ENTER or click SEARCH.	
4	Determine if there are garnishments currently active on the Assignment Tab. <ul style="list-style-type: none"> • If there are, click on the + button within the garnishment box and create a new row. Make sure when you start entering the garnishment information, you are on the correct row. • If the member doesn't have any active garnishments but had one in the past that is closed, click on the + button within the garnishment box and create a new row. Make sure when you start entering the garnishment information, you are on the correct row. • If the member has never had any garnishments, do not create a new row. 	
	Field	Action
5	Garnishment ID	Enter the garnishment ID. If this is the first garnishment the member has ever had, enter '1'. If the member has active garnishments or have had garnishments in the past, enter the next sequential number that has not been used yet. For instance: If the member has had two garnishments in the past, one should have been garnishment ID '1' and the later one should have been garnishment ID '2'. If another garnishment was to be started on this member, '3' would have to be entered into this field. Very Important: Once a garnishment ID is used, it cannot be used again in any circumstances.

Continued on next page

Garnishment Starts, Continued

STEP	Field	Action
6	Status	Click the drop down and select 'Active'.
7	Garnishment Type	Click the drop down and select the type of garnishment. The following garnishment types may be used: <ul style="list-style-type: none"> • Bankruptcy • Child Support • Creditor Garnishment • Spousal Support • Tax Levy
8	Support Type	This field should be defaulted at 'Current'. If the garnishment is an involuntary allotment of pay to enforce a child support and/or spousal support due to member being delinquent in support payments, click the drop down and select 'Arrears'.
9	Priority	<p>If this is the only garnishment that will be active, enter '1' in this field. If there is more than one garnishment, determine what priority number will be used for this type of garnishment. If the member has had garnishments in the past and a new one is created, then the priority should be '1'.</p> <p>For instance – Member already has an active garnishment. A second one will be started. One garnishment will be assigned a priority number of '1' and the other will be assigned a priority number of '2'. The priority number tells which garnishment should be deducted first from the member's pay, so priority number '1' would be deducted first.</p> <p>NOTE: If a member has BOTH a Child Support Garnishment AND a Tax Levy Garnishment, the priority for both Garnishments shall be the SAME – this is the only instance where two Garnishments shall have the same priority number.</p>
10	Date Established	Enter the date the garnishment should begin. Normally, this date will be the 1 st day of the current processing month or the first day of the following month. NOTE: For Tax Levies, this date will establish which year's IRS Publication 1494 is used to calculate the exemption rate. This exemption rate will then be subtracted from the Available Pay (explained later) to establish the month Tax Levy deduction from the member's pay.]
11	Received Date	Enter the same date you entered for the Date Established field.
12	Agency Name	Some garnishments are established due to a court decision. If the garnishment is being paid to agency, enter the agencies name, otherwise leave blank.

Continued on next page

Garnishment Starts, Continued

STEP	Field	Action
13	Comments	Enter any comments that need to be entered.
14	Name	Click the drop down and select 'Case Number'. If the garnishment court order prescribes a FIPS Number (used for distributing EFT garnishments to county courts), click + to add a row, then click the drop down and select 'FIPS Number'
15	Value	For Case Number: (a) in garnishment cases, enter the case number on the documentation supplied by LGL; (b) in tax levy cases, enter the member's SSN followed by last name, e.g., 'Case: 999443322 Jones'. Never leave the case number blank. If a row was added for FIPS Number, enter the FIPS number provided on the court order. Until Global Payroll is fully implemented for active duty and reserve, the FIPS number cannot be more than 9 characters long.

Assignment | Calculations | Fees | Rules | Recipient

ID:

Garnishments Find | View All | First 1 of 1 Last

*Garnishment ID: 1 *Status: Active + -

*Garnishment Type: Child Support Support Type: Current

*Priority: 1 Date Established: 10/01/2012

*Received Date: 10/01/2012 Received Time:

Response Date: Response Time:

Agency Name: Oklahoma Child Support Agency

Comments:

Document Details Customize | Find | View All | First 1-2 of 2 Last

Name	Value
Case Number	21321321231
FIPS Number	2300

Make sure the Garnishment ID is correct. Do not use one that has already been used.

Make sure the Priority field is correct. This will tell the system what garnishment to deduct first if there are multiple active garnishments.

Never leave the case number blank. If a row was added for FIPS Number, enter the FIPS number provided on the court order.

Garnishment Starts, Continued

STEP	ACTION	
16	Click on the Calculations Tab.	
	Field	Action
17	Deduction Start Date	Enter the date the garnishment should begin. Normally, this date will be the 1 st day of the month. This date should match the date entered in the Date Established and Received Date fields discussed in STEP's 10 and 11 above.
18	Deduction Schedule	Click the drop down button and select 'Monthly'.
19	Calculation Formula	Click the drop down button and select one of the following: <ul style="list-style-type: none"> • Disposable Earnings Percentage (DEP) if the garnishment is to be paid by percentage of member's disposable pay or if the garnishment is a Tax Levy. Until Global Payroll is fully implemented for active duty and reserve, all regular reserve garnishments shall be DEP. • Flat Amount if the garnishment is to be paid by a flat amount and not by percentage of member's disposable pay. Until Global Payroll is fully implemented for active duty and reserve, all active duty/reserves on active duty garnishments and tax levies shall be flat amounts.
20	Frequency	This field should automatically be defaulted to Monthly'.
21	Numeric Value	If Disposable Earnings Percentage was selected in STEP 19 above, enter the % of disposable earnings in this field stated by the Court Order or by PPC (LGL). For Tax Levies, enter 100 percent. For instance: 27.95% shall be entered as 27.95 (without the % symbol). Decimal values cannot exceed two places, e.g., 27.954 is incorrect. You must round to two decimal places, 27.954% will be entered as 27.95 (without the % symbol). Note: As long as the correct Garnishment Rule is entered, the system will properly calculate the garnishment deduction.
22	Monetary Value	If Flat amount was selected in STEP 19 above, enter the dollar amount in this field stated by the Court Order or by PPC (LGL).

Continued on next page

Garnishment Starts, Continued

STEP	ACTION	
23	Goal Amount	Until Global Payroll is fully implemented for active duty pay, all tax levies should have a goal amount. This should be the total amount of the tax levy.
24	Start Date (under Garnishment Limits)	<p>If there is a special garnishment limit rule based on disposable earnings % or flat amount, enter the begin date of the garnishment and click on the Monthly Limits arrow. This date should match the date entered in the Date Established and Received Date fields discussed in STEP's 10 and 11 above. Normally, regular reserve garnishments will have a monthly flat amount limit.</p> <p>If there is no special garnishment limit rule, or if you are starting a Tax Levy, go to STEP 28 below.</p>
25	Calculation Formula	<p>Click the drop down button and select one of the following:</p> <ul style="list-style-type: none"> • If Flat Amount was selected in STEP 19 above and the garnishment is limited to a % of the member's disposable earnings which is different than the State % on the Rules tab, click on Disposable Earnings Percentage. • If Disposable Earnings Percentage was selected for STEP 19 above, and the % in STEP 19 is different than the State % on the Rules tab, and there is a flat amount that cannot be exceeded, click on Flat Amount. Until Global Payroll is fully implemented for active duty and reserve, all regular reserve garnishments (with the exception of tax levies) shall have a monthly flat amount limit.
26	Numeric Value	<p>If Disposable Earnings Percentage was selected in STEP 25 above, enter the % of disposable earnings in this field.</p> <p>For instance: 27.95% shall be entered as 27.95 (without the % symbol). Decimal values cannot exceed two places, e.g., 27.954 is incorrect. You must round to two decimal places, 27.954% will be entered as 27.95 (without the % symbol).</p>
27	Monetary Value	If Flat amount was selected in STEP 25 above, enter the dollar amount in this field.

Continued on next page

Garnishment Starts, Continued

STEP	ACTION	
28	Click on the Rules Tab.	
	Field	Action
29	Exemption Rule State	<p>Click on the drop down button and select the appropriate exemption state.</p> <ul style="list-style-type: none"> • Bankruptcy Garnishments – Select \$U - Federal. • Tax Levy Garnishments – Select \$U - Federal. • Child Support Garnishments – Select the appropriate state. • Spousal Support – Select the appropriate state. • Creditor Garnishment– Select the appropriate state. <p>VERY IMPORTANT: If the member has multiple Child Support and/or Spousal Support garnishments, both garnishments must have the same state and garnishment rule. The state selected must be the state the member is currently permanently assigned to.</p>
30	Garnishment Rule	<p>Click on the drop down button and select the appropriate garnishment rule.</p> <ul style="list-style-type: none"> • Bankruptcy Garnishments – Select Bankruptcy. • Tax Levy Garnishments - Select the appropriate election made by the member on IRS Form 668-W(c). If the member did not submit IRS Form 668-W(c), select Levy Married Filing Separate. • Child Support Garnishments – Select the appropriate state rule. • Spousal Support – Select the appropriate state rule. • Creditor Garnishment – Select the appropriate state rule. <p>Note: All garnishment have a state rule to protect the payee, and the rule protects the payee to ensure a portion of their pay is protected. The court order will NEVER have a deduction percentage which is greater than the state rule; however, a flat amount may exceed the state rule if there is a drop in the available pay of the payee. For example the flat amount is \$800 and the state rule is 50% of available pay. For some reason the available pay drops to \$1000. 50% of available pay is \$500; therefore, the rule will kick in and only deduct \$500.</p>

Continued on next page

Garnishment Starts, Continued

Step	Field	Action
30	Garnishment Rule	<p>VERY IMPORTANT: Make sure the rule selected is correct because Global Payroll lists the rules in a backward way.</p> <p>For instance: If the Court Order states that 65% of available pay is subject to be garnished, then the garnishment rule of 35% should be selected.</p>
31	Parameters Box a. Variable Name b. Frequency c. Numeric Value	<p>For Tax Levies, the IRS delivers tables which determine the amount of the member's pay that will be exempt from Levy:</p> <ul style="list-style-type: none"> a. Variable Name – Select Number of Dependent. b. Frequency – Select Monthly. c. Numeric Value – Enter the number of exemptions claimed by the member on IRS Form 668-W(c). If the member did not complete IRS Form 668-W(c), enter 1 exemption (along with Levy Married Filing Separate in the Garnishment Rule block).
32	Click on the Recipient Tab.	
	Field	Action
33	Recipient ID	<p>Click on the Recipient tab and enter the recipient ID in which the garnishment payment will be paid to.</p> <p>Note: Most of the states have a recipient ID already established for the child support agencies: CHILD followed by the State Abbreviation (CHILDTX, CHILDKS, etc).</p> <p>If a Recipient IDs does not already exist, a Recipient must be created using the Add Recipient button located on the Recipient tab. To create a recipient ID, follow the steps below:</p>
	A	Click the Add Recipient button.
	B	Click Return to Search button.
	C	Click the Add a New Value tab.
	D	Enter the member's EMPLID, plus the letter A behind the EMPLID. For instance, if EMPLID is 1096404, enter 1096404A.
	E	Click the Add button
	F	If the Recipient ID already exists, use the next sequential alpha character behind the EMPLID in the step mentioned above.

Continued on next page

Garnishment Starts, Continued

Step	Field	Action	
33	Recipient ID	G	Enter the recipient's name in the Description field.
		H	The Status field should be Active.
		I	Click Individual for the Recipient Category field.
		J	Click the Payment Method drop down box and select the payment method.
		K	<p>If Payment Method is by check, you will need to click on the Address link and enter the address the garnishment will be mailed to. Be sure to only enter information in the Address 1, City, State, and Postal fields. Do not enter information in the Address 2 and Address 3 fields. If a garnishment/tax levy is issued by check, the check address that will be placed on the Treasury file will be:</p> <p style="padding-left: 40px;">Line 1: Case # from the Garnishment Value field, e.g., Case: 555922397J Smith.</p> <p style="padding-left: 40px;">Line 2: Street Address from Address 1 field in Recipient ID.</p> <p style="padding-left: 40px;">Line 3: City, State, and Zip Code from City, State, and Postal fields in Recipient ID</p> <p>Click OK.</p> <p>If Payment Method is by Bank Transfer, you will need to enter the banking information in the Bank ID, Account Number, and Account Name fields.</p>
		L	If Payment Method is by Bank Transfer, click the USCG Recipient Info tab and select 'Checking' or 'Savings' for the Account Type.
		M	Click SAVE.
		N	X out of the window. You should be back on the Recipient tab field.
O	Enter the Recipient ID you created in the Recipient ID field.		
34	<p>Click SAVE. The garnishment has now been created and saved. An email notification will be sent to the auditor requesting they approve the garnishment start. Send documentation for the start to the auditor. <i>For tax levies and bankruptcies additional steps need to be taken to create the available pay for these types of garnishment. Go to step 35.</i></p> <p>Very Important: An Action Request should have been created on the member. The auditor will need to pull up the request to approve it.</p>		

Garnishment Starts, Continued

Step	Field	Action																		
35		<p>For tax levies and bankruptcies, the member's Available Pay subject to Tax Levy/Bankruptcy must be overridden within Global Pay. To do this, the following action must be taken after creating the garnishment::</p> <table border="1"> <tr> <td data-bbox="612 394 678 537">1</td> <td data-bbox="683 394 1539 537"> <p>From the home page, click on the following: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements</p> </td> </tr> <tr> <td data-bbox="612 543 678 611">2</td> <td data-bbox="683 543 1539 611"> <p>Enter the member's EMPLID and press ENTER or click SEARCH.</p> </td> </tr> <tr> <td data-bbox="612 617 678 684">3</td> <td data-bbox="683 617 1539 684"> <p>Click on the Element Type drop down field and select FORMULA.</p> </td> </tr> <tr> <td data-bbox="612 690 678 875">4</td> <td data-bbox="683 690 1539 875"> <p>Click on the Element Name magnifying glass and select one of the following:</p> <ul style="list-style-type: none"> • GRN FM TAX LEVY DE – For tax levies • GRN FM BANKRUP DE – For bankruptcies </td> </tr> <tr> <td data-bbox="612 882 678 911">5</td> <td data-bbox="683 882 1539 911"> <p>For Begin Date, enter the first day of the payroll period.</p> </td> </tr> <tr> <td data-bbox="612 917 678 987">6</td> <td data-bbox="683 917 1539 987"> <p>For End Date, leave it blank. This date should only be entered when the garnishment is stopped.</p> </td> </tr> <tr> <td data-bbox="612 993 678 1022">7</td> <td data-bbox="683 993 1539 1022"> <p>Click on the Values Tab.</p> </td> </tr> <tr> <td data-bbox="612 1029 678 1098">8</td> <td data-bbox="683 1029 1539 1098"> <p>Enter the amount of available pay in the Numeric Value field.</p> </td> </tr> <tr> <td data-bbox="612 1104 678 1134">9</td> <td data-bbox="683 1104 1539 1134"> <p>Click SAVE.</p> </td> </tr> </table>	1	<p>From the home page, click on the following: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements</p>	2	<p>Enter the member's EMPLID and press ENTER or click SEARCH.</p>	3	<p>Click on the Element Type drop down field and select FORMULA.</p>	4	<p>Click on the Element Name magnifying glass and select one of the following:</p> <ul style="list-style-type: none"> • GRN FM TAX LEVY DE – For tax levies • GRN FM BANKRUP DE – For bankruptcies 	5	<p>For Begin Date, enter the first day of the payroll period.</p>	6	<p>For End Date, leave it blank. This date should only be entered when the garnishment is stopped.</p>	7	<p>Click on the Values Tab.</p>	8	<p>Enter the amount of available pay in the Numeric Value field.</p>	9	<p>Click SAVE.</p>
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7	<p>Click on the Values Tab.</p>																			
8	<p>Enter the amount of available pay in the Numeric Value field.</p>																			
9	<p>Click SAVE.</p>																			

Garnishment Stops Follow the steps below to stop a garnishment in Global Payroll.

STEP	ACTION
1	Sign into Global Payroll.
2	Click on Favorites and then click on Garnishments Specification.
3	Enter the member's EMPLID and press ENTER or click SEARCH.
4	Determine which garnishment needs stopped. There may be only one active garnishment on the member, in which case the active garnishment row should show already.

Keep the status field in an 'ACTIVE' status. Do not change this to 'Completed'.

STEP	ACTION
5	Click on the Calculations Tab.
6	Making sure the correct row is showing; enter the stop date in the Stop Date field within the Garnishment Limits box. Note: The stop date should be the last day of the month. For instance, if current processing month is October 2012 and the garnishment needs to be stopped at the end of September 2012, enter 9/30/2012 as the stop date.
7	Click Save.
8	When a stop date has been entered and saved, an email notification will be sent to the auditor requesting they approve the garnishment stop. Send documentation for the stop to the auditor. Very Important: An Action Request should have been created on the member. An auditor will need to pull up the request to approve it.

Garnishment Changes A change is NOT allowed to the garnishment if it's gone through an EOM payroll. If any information on the garnishment needs to be corrected, the current garnishment will need to be stopped and re-started.

Erroneous Garnishment Entry If an erroneous garnishment was created in Global Payroll and it hasn't gone through an EOM payroll, the garnishment shall be deleted. If the erroneous garnishment is the only one that exists on the member, then it needs to be stopped with a stop date one day prior to the begin date.

Garnishment Approvals When the clerk creates a garnishment or stops it, a Garnishment Approval action request will be created for the auditor to review. This request will have the following information on it for the auditor to review:

- Garnishment ID
- Garnishment Type
- Start Date
- Stop Date
- Calculation Value (if flat amount, an amount will show. If DEP, then a percentage will show)
- Limit Value (Monthly limit value. If flat amount, an amount will show, if DEP, then a percentage will show)
- Rule State
- Rule
- Recipient ID
- Case Number
- FIPS Number (cannot be more than 9 characters long)
- Priority Number
- Status (should always show active)

Note: The auditor may pull up the garnishment component if additional review of data is needed.

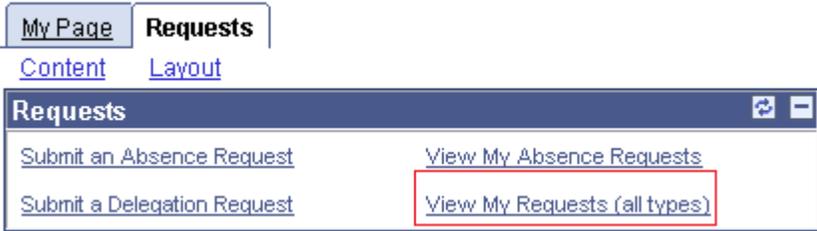
The auditor will take the following action to review and approve or deny a Garnishment Approval action request:

Very Important: The auditor must have the CG_ADGP_AUDITOR role to be able to access these garnishment approval requests.

Step	Action
1	Log into Global Payroll.
2	Click on the Request Link (upper left corner of the portal page).

Continued on next page

Garnishment Approvals, Continued

Step	Action
3	<p>Click on the View My Requests (all types) link.</p> 
4	<p>The radio button 'My Submitted Requests' should already be clicked. Change it to "Requests I am Approver For". The radio button 'Requests I am Approver For' will be used for approvers who want to view//approve/deny a start or stop to a garnishment that has been submitted by the clerk.</p>  <p>The Transaction Name field should be defaulted to 'All Transactions'. You can either leave this field as is or change it to Garnishment Approval.</p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>The Transaction Status field should be defaulted to 'Pending', which will show all of the garnishment requests that have been submitted to the approver and are in a pending status.</p> <p>Transaction Status: <input type="text" value="Pending"/></p>
5	Click the Populate Grid button.
6	<p>If there are many garnishment requests that need to be approved, click the 'Find' link on the grid within the page and enter the member's EMPLID and click OK. This will bring the member's garnishment to the top.</p>  <p>Note: the grid allows you to sort the information within it. Just click on any one of the headers and the grid will sort it based off of the header chosen.</p>
7	Click on the Approve/Deny link on the garnishment row that needs to be approved or denied. A new window will open, and the Garnishment Approval page will appear.

Continued on next page

Garnishment Approvals, Continued

Step	Action												
8	<p>Review the data on the page. Ignore the 'Get Details' button on the page.</p> <div data-bbox="293 323 1468 747" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Garnishment ID: <input type="text" value="11"/></p> <p><input type="button" value="Get Details"/></p> <hr/> <p>Request Information</p> <table border="0" style="width: 100%;"> <tr> <td>Garnishment Type: Child Support</td> <td>Rule: SUPPORT + DEP + ARREARS 45%</td> </tr> <tr> <td>Start Date: 2012-10-01</td> <td>Recipient: HAWAII CSEA</td> </tr> <tr> <td>Stop Date: 2015-12-01</td> <td>Case Number: 2321</td> </tr> <tr> <td>Calculation Value: \$500</td> <td>FIPS Number: 123456789</td> </tr> <tr> <td>Limit Value: 45%</td> <td>Priority: 1</td> </tr> <tr> <td>Rule State: Hawaii</td> <td>Status: Active</td> </tr> </table> </div>	Garnishment Type: Child Support	Rule: SUPPORT + DEP + ARREARS 45%	Start Date: 2012-10-01	Recipient: HAWAII CSEA	Stop Date: 2015-12-01	Case Number: 2321	Calculation Value: \$500	FIPS Number: 123456789	Limit Value: 45%	Priority: 1	Rule State: Hawaii	Status: Active
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Calculation Value: \$500	FIPS Number: 123456789												
Limit Value: 45%	Priority: 1												
Rule State: Hawaii	Status: Active												
9	<p>If any of the garnishment information is incorrect within the Request Information block, enter what information is wrong within the Comments field, otherwise leave this field blank.</p>												
10	<p>Click the 'Approve' or 'Deny' button.</p> <div data-bbox="321 932 805 966" style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Deny"/> </div> <p>The system will then send an email notification to the clerk letting them know that the garnishment start or stop transaction was either approved or denied.</p> <ul style="list-style-type: none"> If the garnishment request was approved, it will show an Approved status on the bottom of the Garnishment Approval page. <div data-bbox="375 1239 1336 1482" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>← Delegation Approval Process: Approved</p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 5px; margin-top: 5px;"> <p style="background-color: green; color: white; padding: 2px;">Approved</p> <p style="font-size: small;"> ✓ Matthew C. AD/RSV Payroll Auditor 09/23/12 - 05:33 PM </p> </div> </div>												

Continued on next page

Garnishment Approvals, Continued

Step	Action
10	<ul style="list-style-type: none"> If the garnishment request was denied, it will show a Denied status on the View My Action Requests Page. <div data-bbox="370 296 1328 541" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p data-bbox="375 302 1323 338">← Delegation Approval Process: Denied</p> <p data-bbox="375 352 1323 380">One Approval Level</p> <div data-bbox="375 394 678 527" style="border: 1px solid red; padding: 5px;"> <p data-bbox="396 401 493 428">Denied</p> <p data-bbox="396 436 435 485"></p> <p data-bbox="505 436 623 464">Matthew C.</p> <p data-bbox="435 470 662 497">AD/RSV Payroll Auditor</p> <p data-bbox="435 497 623 525">09/23/12 - 06:10 PM</p> </div> </div> <p data-bbox="358 562 1468 695">Very Important: If the garnishment information is inaccurate it would probably be best if the auditor just has the clerk make the change without denying the request. Once the clerk has made the change, the changes will appear on the action request. The auditor can then approve the request.</p>

Additional information on the Garnishment Approval Action Request:

There can only be one pending garnishment approval action request for a garnishment ID. For instance, a garnishment was created with a garnishment ID of '1'. A change is made to this garnishment by the clerk prior to the action request being approved by the auditor. The change will reflect on the current garnishment approval action request. A new request will not be created.

If a change is made to a garnishment after the garnishment approval action request has been approved, a new request will be created for the auditor to approve.