

Garnishments Overview

Garnishments are withholding orders and fall under the category of a general deduction in Cardinal. A withholding order is a legal document (writ) requiring the employer (Agency) to comply with certain tasks. Therefore, the agency bears the ultimate responsibility and accountability for compliance.

Garnishments have very specific calculations related to disposable earnings. Examples of garnishments include child support, court-ordered garnishments, federal tax levies, state tax liens, and bankruptcy.

When a garnishment order is received, the Agency must determine the employee status (e.g., active, terminated, leave of absence). If unable to find the employee or the employee has been terminated, respond with the appropriate information.

If the status of the employee is active or leave of absence, a copy of the writ and applicable form must be sent securely to State Payroll Operations (SPO) for setup in Cardinal. After the garnishment is setup by SPO, review the setup to verify accuracy. If changes need to be made, contact SPO to make updates.

Garnishments vary greatly based on the type of garnishment and specific information contained in the order. This Job Aid outlines specific pages and key fields for review.

This Job Aid is only a guide and does not show all possibilities, as garnishments vary. All garnishment reviews should be based on the specific details of the garnishment received.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

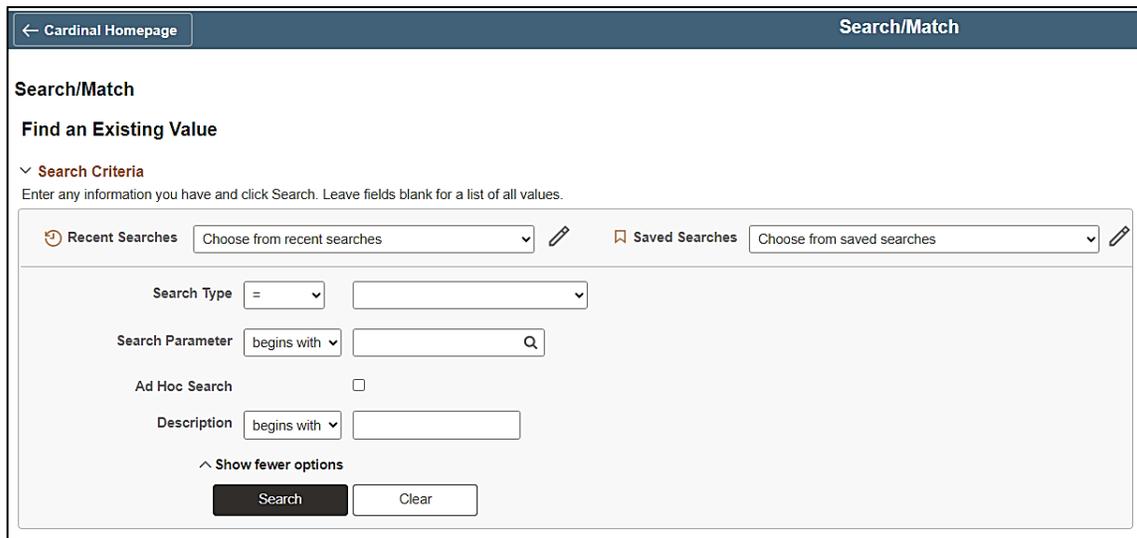
Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1; Section 10 , after Step 1; Section 11 , after Step 1; Section 12 , after Step 1; Section 13 , after Step 1; Section 14 , after Step 1; Section 15 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Searching for an Employee

Start by searching for the employee to determine if the employee is active at the Agency. Before beginning, the applicable employee’s SSN must be available for immediate reference.

Step	Action
1.	Navigate to the Search for People page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Search for People

The **Search/Match Find an Existing Value** page displays.



The screenshot shows the 'Search/Match' interface with the following elements:

- Navigation: ← Cardinal Homepage, Search/Match
- Section: Search/Match, Find an Existing Value
- Search Criteria: Search Criteria (expanded)
- Instructions: Enter any information you have and click Search. Leave fields blank for a list of all values.
- Recent Searches: Choose from recent searches (dropdown), edit icon
- Saved Searches: Choose from saved searches (dropdown), edit icon
- Search Type: = (dropdown), empty text field
- Search Parameter: begins with (dropdown), empty text field with search icon
- Ad Hoc Search:
- Description: begins with (dropdown), empty text field
- Show fewer options: ^ Show fewer options
- Buttons: Search, Clear



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

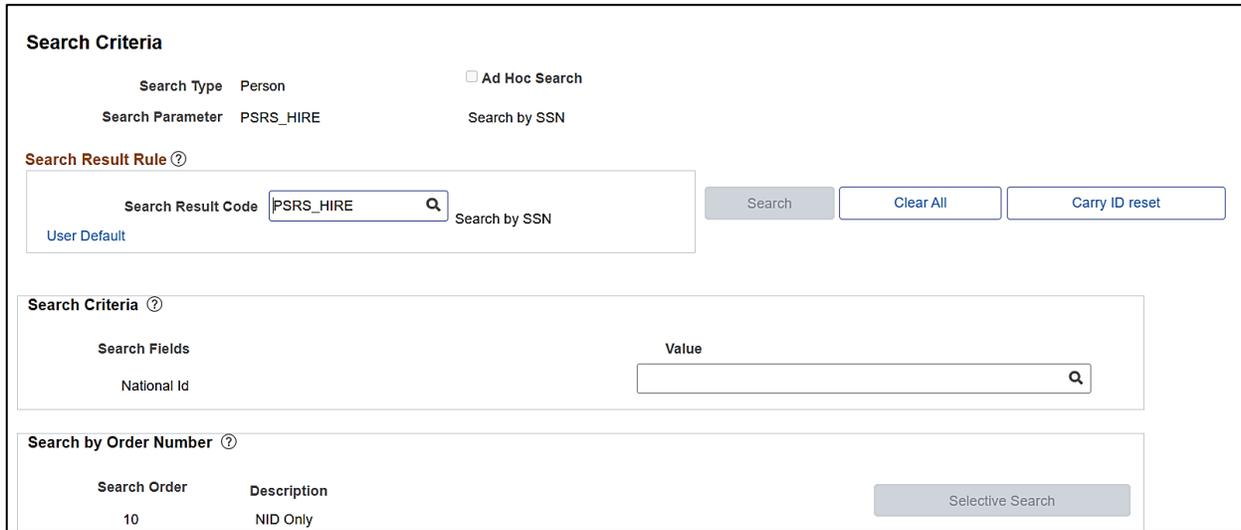
2.	Click the Search Type dropdown button and select “Person”. 
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3.	Enter or select the applicable Search Parameter using the Search Parameter Look Up icon and select “PSRS_HIRE”. 
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Step	Action
4.	Click the Search button.



The **Search Criteria** page displays.



5.	Enter the employee's SSN into the Value field.
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6.	Press the Tab key on the keyboard to enable the Search button.
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	The SSN is reformatted automatically (i.e., dashes removed if entered).
---	---

7.	Click the Search button.
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Step	Action
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The **Search Results** page displays.

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: PSRS_HIRE Search by SSN

Result Code: PSRS_HIRE Search by SSN

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 10 NID Only

Search Results

1-1 of 1 View All

	Empl ID	Last Name	First Name	Middle Name	Person Organizational Summary		
1	Carry ID				Person Organizational Summary	+	-

8. Click the **Person Organizational Summary** link.

[Person Organizational Summary](#)

The **Person Organizational Summary** page displays in a new tab.

Person Organizational Summary

Person ID: [REDACTED]

Employment Instances

ORG Instance: 0 Last Hire: 05/18/2022 Termination Date:

HR Status: Active Payroll Status: Active

Assignments

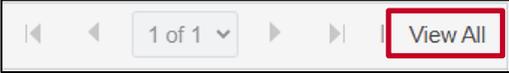
Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Action	Action Reason	Job Code	Grade	Benefits Status
0	Active	Active	06/14/2024	99900	05/18/2022	General Wage		Pay Rate Change	Hiely Rate Change (Wige Only)	W96711		Active

[Return to Search](#) [Notify](#)

9. Check the **Business Unit**, **HR Status**, and **Payroll Status** to determine if the employee is active at the Agency.

HR Status	Payroll Status	Date Last Change	Business Unit
Active	Active	06/14/2024	99900

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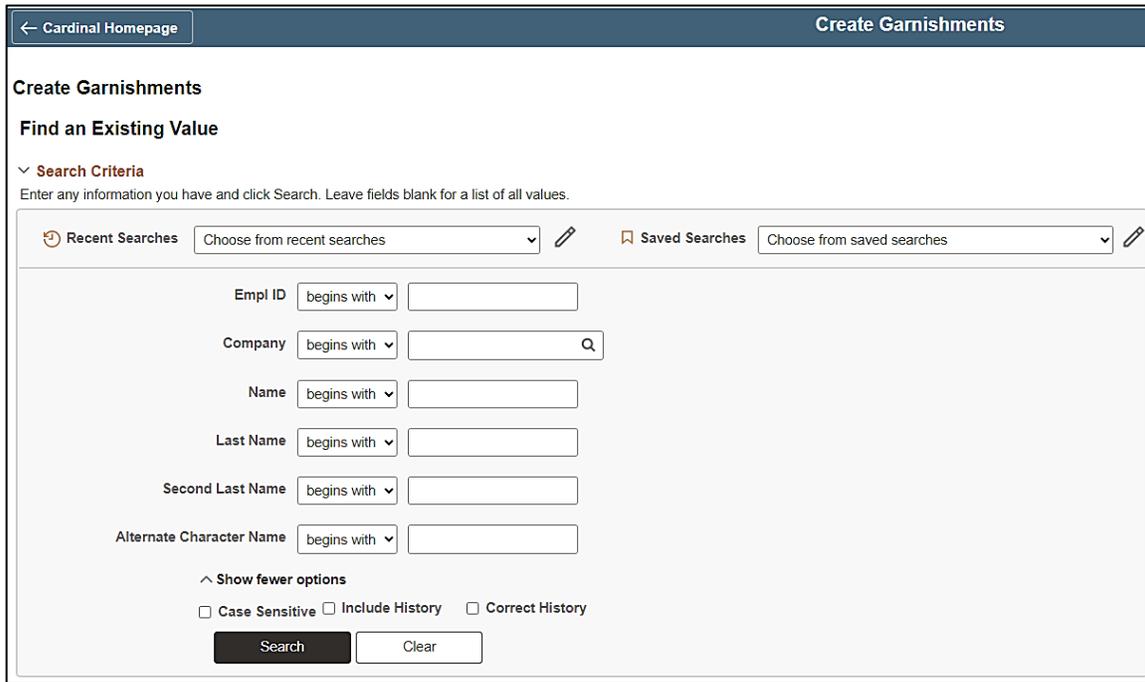
Step	Action
	<p>If there is more than one row, click the View All link to see all the rows as the employee may have more than one record to confirm whether the Agency is listed.</p> 
10.	Write down the Employee ID if applicable if the employee is active. If the employee is not active, respond to the order accordingly.

Garnishment Pages

 Review the information SPO has entered on the **Create Garnishments** page.

Step	Action
1.	Navigate to the Create Garnishments page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

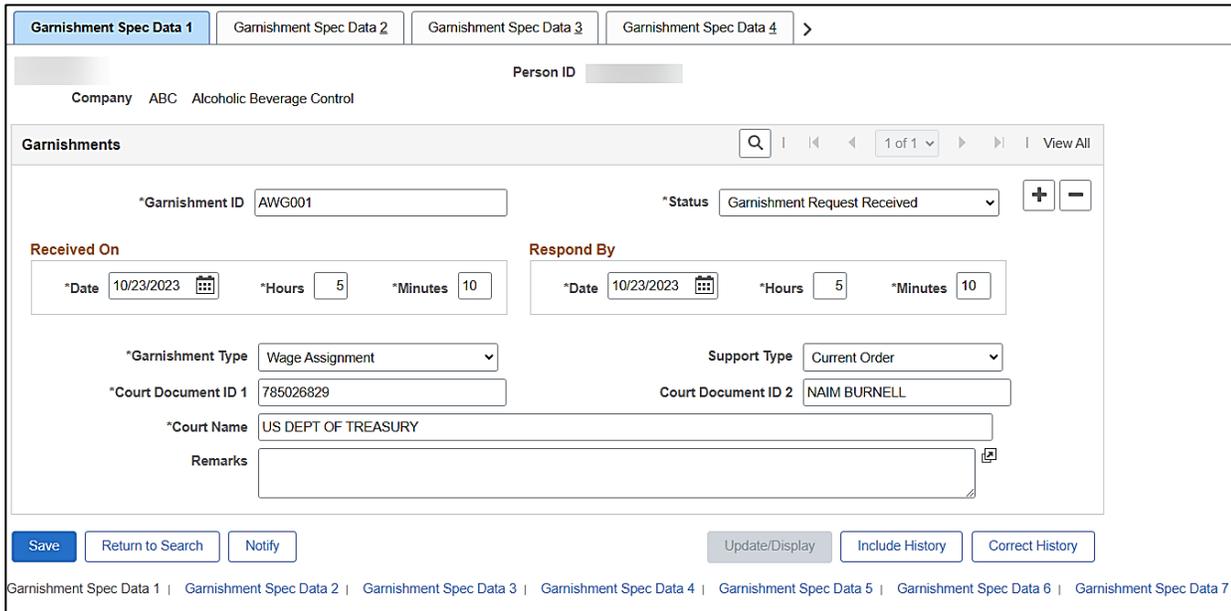
 The **Create Garnishments Find an Existing Value** page displays.



	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. 
3.	Click the Search button. 

Garnishment Spec Data 1

The **Create Garnishments** page displays with the **Garnishment Spec Data 1** tab displayed by default.



Note: This page contains the Garnishment Order information for all types of garnishments. For this scenario, a Student Loan Repayment order was received.

The following table provides a brief description for the key fields in the **Garnishment Spec Data 1** tab.

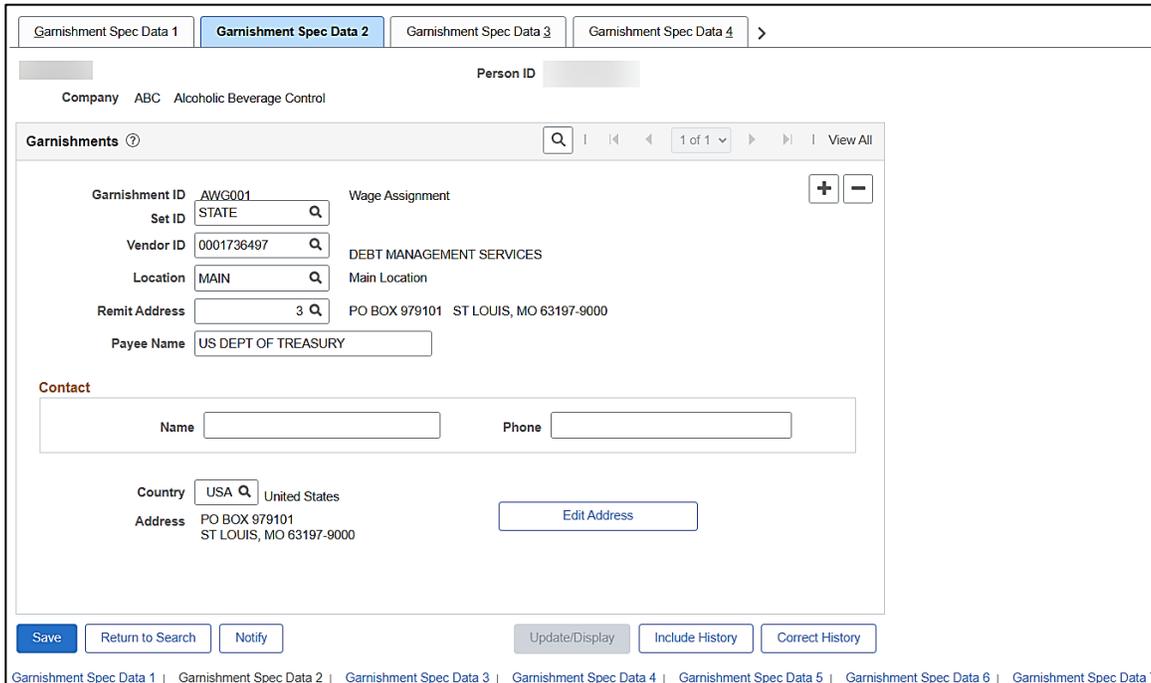
Field Name	Description
Garnishment ID	Each set of garnishment specifications must have a unique garnishment ID, reflecting the sequential order of each individual garnishment received for an employee (e.g., Garnishment ID 000001 is the first garnishment for an employee, 000002 is the second garnishment for that same employee, etc.).
Status	There are eight garnishment status options: Garnishment Deduct Completed – Garnishment is paid in full Garnishment Deduct Suspended – Garnishment is suspended, but the garnishment spec table is preserved Garnishment Request Approved – Agency has informed the court, authorized agency, or government agency that the Agency will comply with the garnishment or levy This status is not used since the garnishment is already approved when SPO receives it for entry. Garnishment Request Cancelled – Garnishment order is cancelled by the issuing agency Garnishment Received – Indicates a new garnishment record

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	<p>Garnishment Rejected – Agency cannot comply with the garnishment or levy (e.g., employee is terminated). This status is not used since the garnishment is rejected at the Agency level</p> <p>Garnishment Request Released – Garnishment is released by issuing agency (e.g., IRS)</p> <p>Garnishment Request Terminated – Garnishment order is terminated by the issuing agency (e.g., IRS)</p>
Received On	The date and time the writ of garnishment or tax levy was received from the court, authorized agency, or government agency.
Received By	The date and time by which a response is required to the court, authorized agency, or government agency.
Garnishment Type	<p>The following are the possible garnishment types:</p> <p>Chapter 13 Bankruptcy – Payments arranged by the courts to have payment withheld</p> <p>Child Support – Court ordered payments to support minor children.</p> <p>Dependent Support – Notice of lien on request of support for dependent minor children</p> <p>Social Security (AWG) – Orders to withhold a percentage of disposable pay each payday from an employee who owes debt to Social Security</p> <p>Spousal Support – Orders from family court for support through divorce</p> <p>Student Loan Repayment – Delinquent student loans payment.</p> <p>Tax Levy – Failure to pay taxes</p> <p>Wage Assignment –Voluntary agreement between the employee and creditor where an amount is withheld from the employee’s paycheck to satisfy debt owed to the creditor</p> <p>Writ of Garnishment – Court ordered seizure or attachment of property</p>
Support Type	<p>This field indicates the state of the garnishment and only applies to child support, dependent support, and spousal support garnishment types. For these garnishment types, it will be one of two options:</p> <p>Current Order</p> <p>Arrears Order</p>
Court Document ID 1 and 2	Displays codes to identify the garnishment documents from the court or reports that are sent back to the court or government agency. For example, garnishment documents may carry a file or case number; a tax levy usually uses a date and the employee's social security number or social insurance number.
Court Name	Contains the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment.
Remarks	Contains additional notes about the special handling or other important details about the garnishment.

Garnishment Spec Data 2

The **Garnishment Spec Data 2** tab contains the payee and address information except for Child Support; Child Support payments are processed via EFT for the Virginia Division of Child Support Enforcement (DCSE).



The screenshot shows the 'Garnishment Spec Data 2' tab selected. The form contains the following fields and values:

- Garnishment ID:** AWG001
- Set ID:** STATE
- Vendor ID:** 0001736497
- Location:** MAIN
- Remit Address:** 3
- Payee Name:** US DEPT OF TREASURY
- Contact:** Name, Phone (empty fields)
- Country:** USA (United States)
- Address:** PO BOX 979101, ST LOUIS, MO 63197-9000

Buttons at the bottom include: Save, Return to Search, Notify, Update/Display, Include History, Correct History.

The following table provides a brief description for the key fields in the **Garnishment Spec Data 2** tab.

Field	Description
Set ID	Should always be STATE if a Vendor ID is entered
Vendor ID	The appropriate Vendor ID and name of the payee of the garnishment. If the garnishment is an EFT payment (i.e., Child Support), it will be blank
Location	Specific location of the garnishment
Remit Address	Address sequence number that represents the garnishment remittance address
Payee Name	Payee name on the garnishment, if applicable
Name	The contact name listed on the garnishment order, if applicable
Phone	The contact phone number listed on the garnishment order, if applicable
Country	Defaults to USA
Address	Where the payment will be sent. This populates based on the information in the Vendor's Remit Address

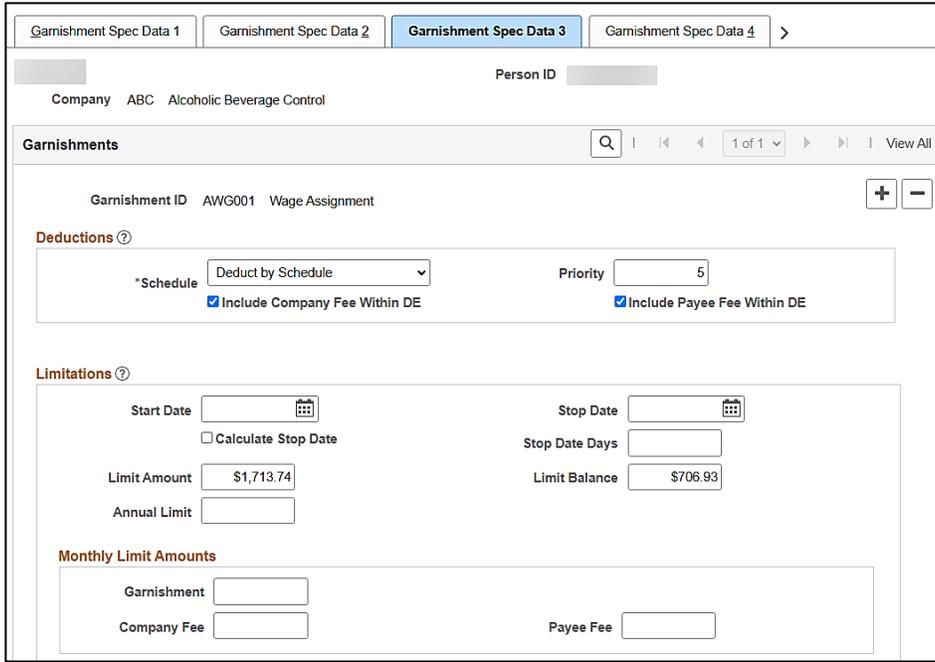


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Email Address	This button is greyed out and not used in Cardinal
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Garnishment Spec Data 3

The **Garnishment Spec Data 3** tab contains the deduction schedule for all garnishments, except those for child support and limit information.



The following table provides a brief description for the key fields in the **Garnishment Spec Data 3** tab.

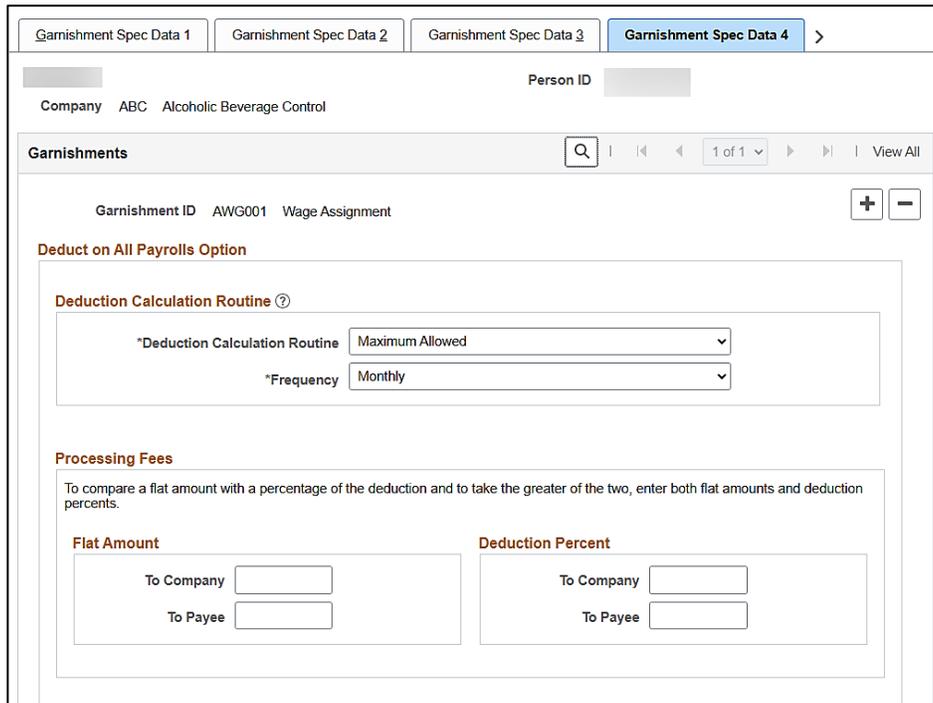
Field	Description
Schedule	<p>Determines how the garnishment is deducted from the payee:</p> <ul style="list-style-type: none"> • Deduct on All Payrolls – This option is selected if the deduction is taken on all payrolls. If this option is selected, review the Garnishment Spec Data 4 page • Deduct by Schedule – This option is selected if the deduction is taken on a specific schedule rather than on all payrolls. If this option is selected, review the Garnishment Spec Data 5 page
Priority	<p>Processing priority of the garnishment in relation to other garnishments for the employee. If this field is left blank, or the same priority number has been assigned to multiple garnishments, Cardinal prioritizes by Garnishment ID, prioritizing the lowest number first. For example, 100 is a higher priority than 200.</p> <p>Deduction Priorities are as follows:</p> <ol style="list-style-type: none"> 1 = Child Support or Fed Tax Levy (whichever is received first) 2 = US Department of Education (Federal Student Loans) 3 = State Tax Levy 4 = Local Tax Levy 5 = Creditor Garnishment (includes non-federal student loans)

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Include Company Fee Within DE	Not used in Cardinal and should be unchecked. A separate fee deduction is used
Include Payee Fee Within DE	<p>The box is checked by default if the fee is included in the calculation for disposable earnings. The box is unchecked if the fee is excluded from the calculation for disposable earnings</p> <p>Note: If the garnishment includes a fee to the payee, the amount is shown on the Garnishment Spec Data 4 or Garnishment Spec Data 5 pages, depending on the deduction schedule.</p>
Start Date	Start date of the garnishment deduction. If this field is blank, the garnishment starts immediately
Stop Date	End date of the garnishment deduction. If this field is left blank, the garnishment deduction will continue until satisfied
Calculate Stop Date	If this checkbox is selected, Cardinal calculated a stop date
Limit Amount	Maximum total amount for the garnishment deduction. This field is blank if no limit is set
Limit Balance	Amount of garnishment paid to date
Monthly Limit Amounts	<p>Monthly limits imposed by the court, if applicable:</p> <ul style="list-style-type: none"> • Garnishment – Monthly limit amount if applicable for the garnishment • Company Fee – This field is blank by default • Payee Fee – Monthly limit amount for the payee, if applicable

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Garnishment Spec Data 4

The **Garnishment Spec Data 4** tab is used when **Deduct on All Payrolls** is selected in the **Schedule** field on the **Garnishment Spec Data 3** tab. This tab defines deduction defaults and processing fee defaults.



The following table provides a brief description for the key fields in the **Garnishment Spec Data 4** tab.

Field	Description
Deduction Calculation Routine	<p>The following are the possible deduction calculation routines:</p> <ul style="list-style-type: none"> • % DE + Amount – percent of disposable earnings (+) flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear • % Gross + Amount – percent of gross earnings subject to garnishment (+) flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear • Greater of %DE or Amount – the greater of either percent of disposable earnings subject to garnishment OR flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear • Greater of %Gross or Amount – the greater of either a percent of gross earnings subject to garnishment OR flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields will appear • Maximum allowed – disposable earnings (-) exemptions

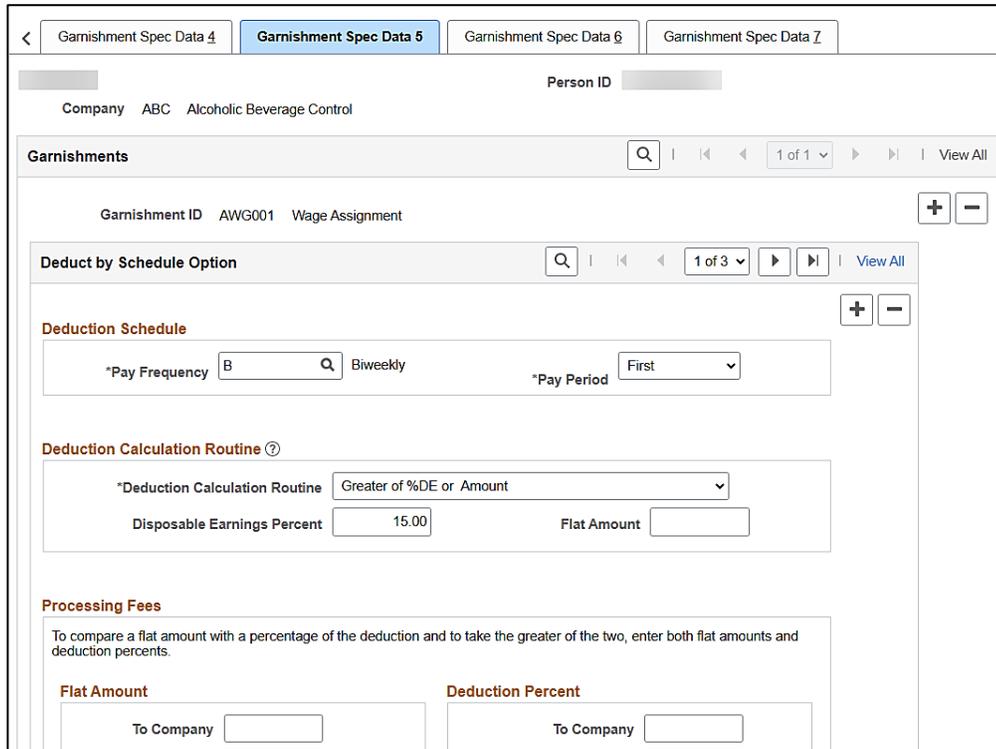


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Frequency	Displays the deduction frequency when a flat amount was specified. The system uses this frequency to adjust the flat amount to the employee's pay frequency to calculate the deduction amount per pay period
Processing Fees: To Company	Not used in Cardinal
Processing Fees: To Payee	Displays the amount to payee (either a flat amount or a percentage)

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Garnishment Spec Data 5

The **Garnishment Spec Data 5** tab is used when “**Deduct by Schedule**” is selected in the **Schedule** field on the **Garnishment Spec Data 3** tab. This tab defines deduction and processing fee defaults. To navigate to the additional tabs, click on the arrow next to the **Garnishment Spec Data 4** tab.

The following table provides a brief description for the key fields in the **Garnishment Spec Data 5** tab.

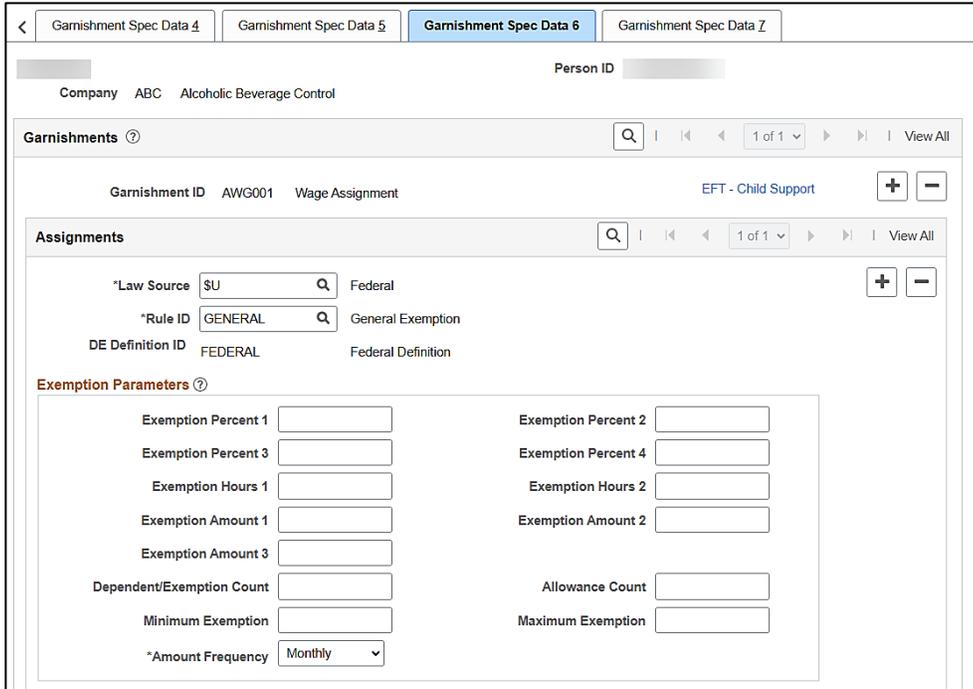
Field	Description
Pay Frequency	Frequency the employee is being paid. Available options are: <ul style="list-style-type: none"> • A – Annual • B – Biweekly • M – Monthly • Pay18 – for employees receiving 18 pays in an annual period • Pay20 – for employees receiving 20 pays in an annual period • Pay22 – for employees receiving 22 pays in an annual period • S – Semimonthly • W – Weekly
Pay Period	Pay period from which the garnishment will be deducted, with a row set up for each pay period

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Deduction Calculation Routine	<p>The following are the possible deduction calculation routines:</p> <ul style="list-style-type: none"> • % DE + Amount – percent of disposable earnings + flat amount • % Gross + Amount – percent of gross earnings subject to garnishment (+) flat amount • Greater of %DE or Amount – the greater of either a percent of disposable earnings subject to garnishment OR the flat amount • Greater %Gross or Amount – the greater of either a percent of gross earnings subject to garnishment OR flat amount • Maximum allowed - disposable earnings (-) exemptions
Processing Fees: To Company	<p>Not used in Cardinal</p>
Processing Fees: To Payee	<p>Displays the amount to the payee (either a flat amount or a percentage)</p>

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Garnishment Spec Data 6

The **Garnishment Spec Data 6** tab displays the specified garnishment rule and any employee-level exemptions and deduction overrides.



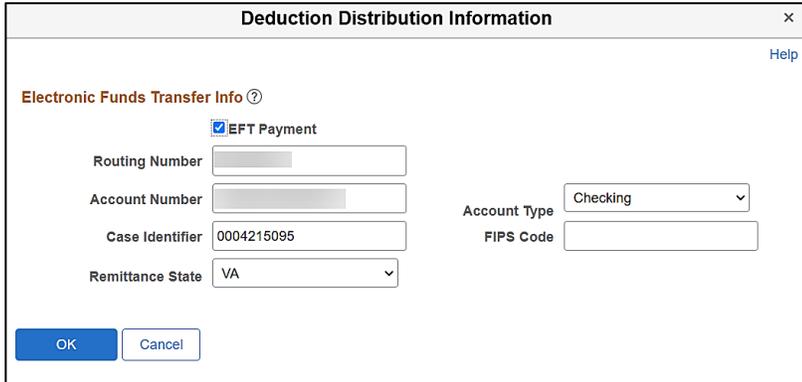
The following table provides a brief description for the key fields in the **Garnishment Spec Data 6** tab.

Field	Description
Law Source	The jurisdictional entity (garnish law source) that provided the garnishment order. The options include one federal source, one for each state and Washington, DC, and one for each U.S. territory
Rule ID	The unique Rule ID for the applied garnishment rule based on Law Source
Exemption Parameters	Parameters set that override the exemption rules
Deductions Allowed in DE Calculation	<p>This section shows the deductions that are allowed in the disposable earnings calculation for the garnishment</p> <p>Note: For U.S. tax levies, Cardinal populates this section when the first payroll that includes the tax levy deduction is run. This identifies the deductions that were in place before the tax levy was received and included in the calculation of the disposable earnings for the levy. Deductions established for the employee after the levy was received are not included in the disposable earnings calculation and are deducted from the net pay remaining after the deduction of the tax levy. For other garnishments, additional deductions may appear for this garnishment to modify the disposable earnings definition used by the calculation rule</p>

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EFT – Child Support Link – This link opens the **Deduction Distribution Information** page where the information has been entered to process a child support garnishment as an electronic file transfer (EFT). This is only used for Virginia Child Support Orders and is populated when the Law Source is VA. Any support collection for non-VA states produces a check for subsequent distribution.

Below is an example of the **Deduction Distribution Information** pop up window.



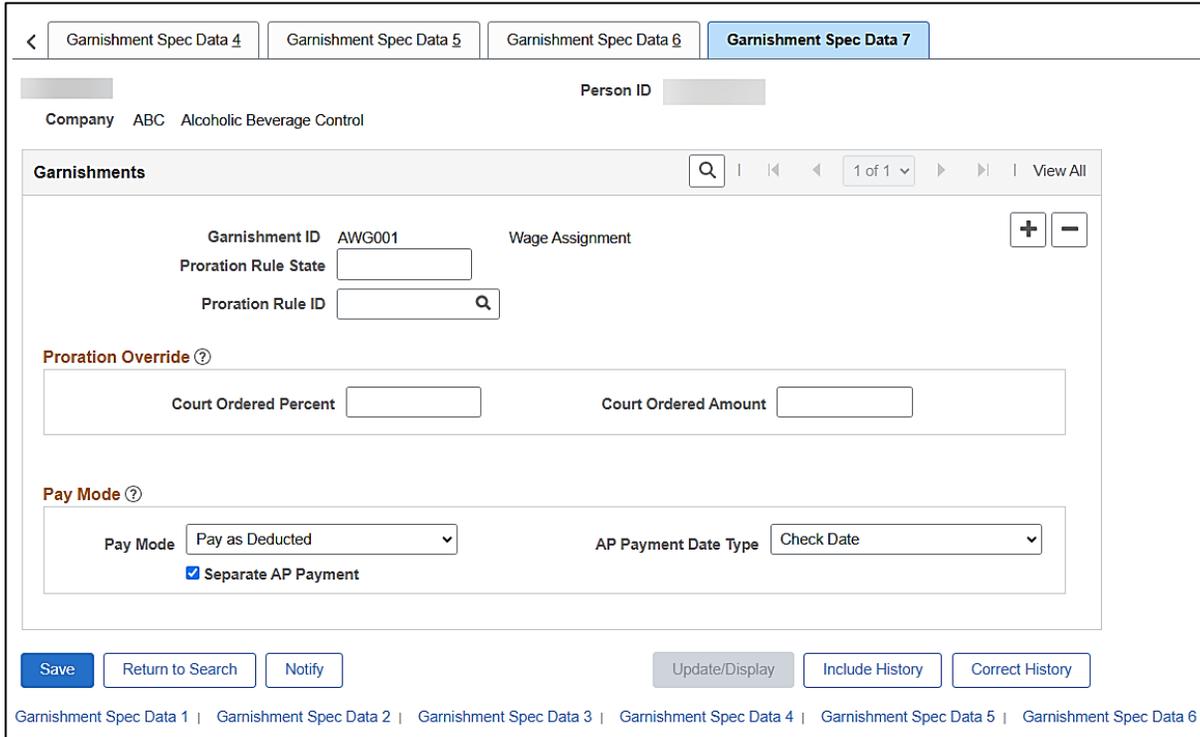
Note: The **Deduction Distribution Information** page provides payment information.

The following table provides a brief description for the key fields in the **Deduction Distribution Information** page.

Field	Description
EFT Payment	Check box should be checked
Routing Number	Bank routing number. This will be blank unless it is a Virginal Child Support order
Account Number	Bank account number This will be blank unless it is a Virginal Child Support order
Account Type	Type of account used (e.g., Checking, Savings). This will be Checking for Virginia Child Support order
Case Identifier	The case number provided by the court
FIPS Code	The state or county code for the disbursement unit receiving the transfer
Remittance State	The state disbursement unit that receives the distribution and sends the payment to the recipient. This will be blank unless it is a Virginal Child Support order, which would then be VA

Garnishment Spec Data 7

The **Garnishment Spec Data 7** tab is used to enter court-ordered amount or percent by which the employee's garnishment is prorated.



The screenshot displays the 'Garnishment Spec Data 7' tab in the Cardinal software interface. At the top, there are navigation tabs for 'Garnishment Spec Data 4', 'Garnishment Spec Data 5', 'Garnishment Spec Data 6', and 'Garnishment Spec Data 7'. Below the tabs, the 'Person ID' field is visible. The main form area is titled 'Garnishments' and contains the following fields and controls:

- Garnishment ID:** AWG001
- Wage Assignment:** (with '+' and '-' buttons)
- Proration Rule State:** (text input field)
- Proration Rule ID:** (text input field with a search icon)
- Proration Override:** (with a help icon)
 - Court Ordered Percent:** (text input field)
 - Court Ordered Amount:** (text input field)
- Pay Mode:** (dropdown menu set to 'Pay as Deducted')
- AP Payment Date Type:** (dropdown menu set to 'Check Date')
- Separate AP Payment**

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom shows 'Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 |'.

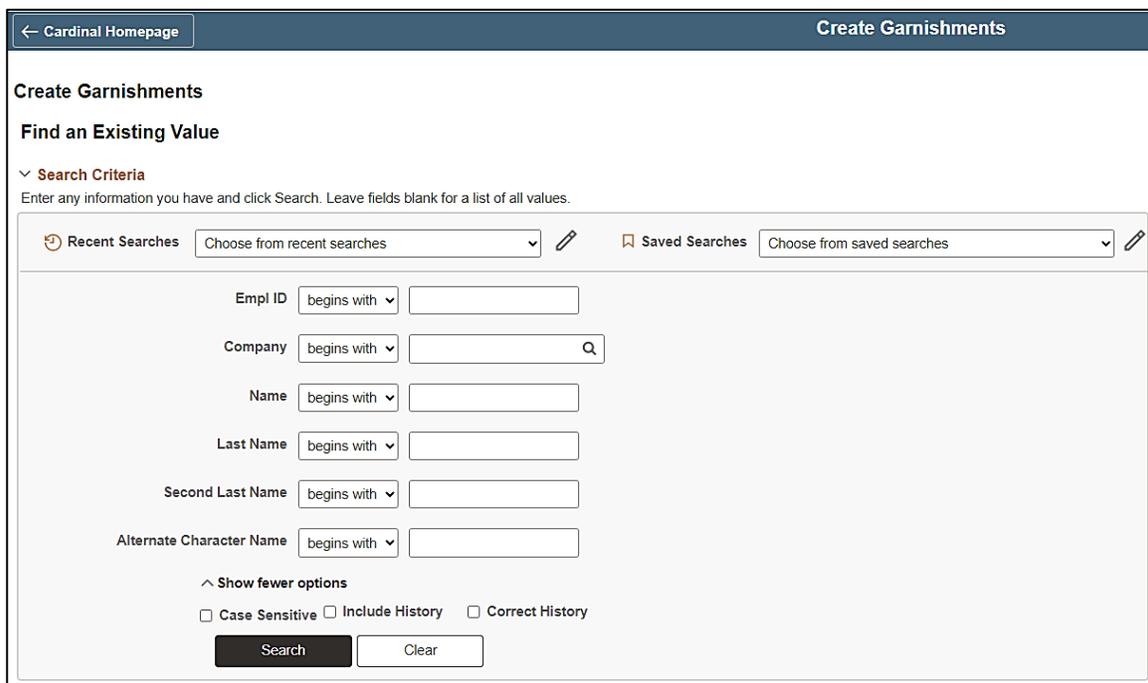
Field	Description
Proration Rule State	The two-digit code for the state or territory that provided the prorate order
Proration Rule ID	Identifies the proration rule of the state/territory that provided the prorate order
Court Ordered Percent	The percent of the override the employee will be paid provided in the court order
Court Ordered Amount	The flat amount of the override the employee will be paid provided in the court order
Pay Mode	Not used in Cardinal
AP Payment Date Type	Not used in Cardinal

Reviewing General Deductions

SPO enters the applicable Garnishment Code on the **Create General Deductions** page to enable the garnishment deductions after the garnishment is setup. The Payroll Administrator **should not** edit the garnishment deduction information on this page but can review the information.

Step	Action
1.	Navigate to the Create General Deductions page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions

The **Create Garnishments Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

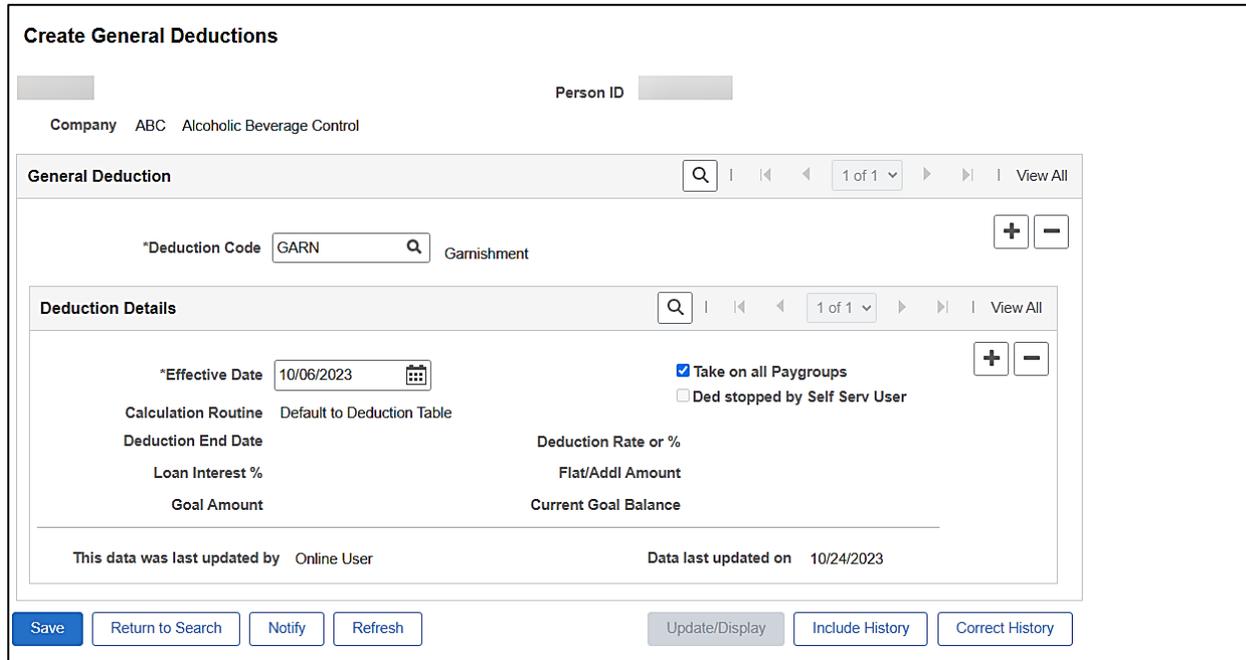


Step	Action
3.	Click the Search button.



A screenshot showing two buttons: a black button with white text labeled "Search" and a white button with black text labeled "Clear". The "Search" button is highlighted with a red border.

The **Create General Deductions** page displays for the applicable employee.



The screenshot shows the "Create General Deductions" page. At the top, it displays "Person ID" and "Company ABC Alcoholic Beverage Control". Below this is a "General Deduction" section with a search bar containing "GARN" and a "Garnishment" label. Underneath is a "Deduction Details" section with fields for "Effective Date" (10/06/2023), "Calculation Routine" (Default to Deduction Table), "Deduction End Date", "Loan Interest %", "Goal Amount", "Deduction Rate or %", "Flat/Addl Amount", "Current Goal Balance", and checkboxes for "Take on all Paygroups" (checked) and "Ded stopped by Self Serv User". At the bottom, it shows "This data was last updated by Online User" and "Data last updated on 10/24/2023". Navigation buttons include "Save", "Return to Search", "Notify", "Refresh", "Update/Display", "Include History", and "Correct History".

Review and verify the following fields:

Field	Description
Deduction code	<p>The following values may display:</p> <p>GARN - This deduction is required for anyone that has a garnishment</p> <p>Note: The general deduction code GARN only needs to be added to the employee payroll record once, in the same company. If the employee receives a second garnishment, within the same company, a second GARN general deduction is not required. If the employee works in multiple companies, and garnishment orders are received from different companies, the GARN fee is added to each company. The distribution of the deduction may be reviewed on the employee's View Paycheck page.</p> <p>GRNFE2 – This deduction will appear if a fee is required by the company for the garnishment, other than Child Support</p>

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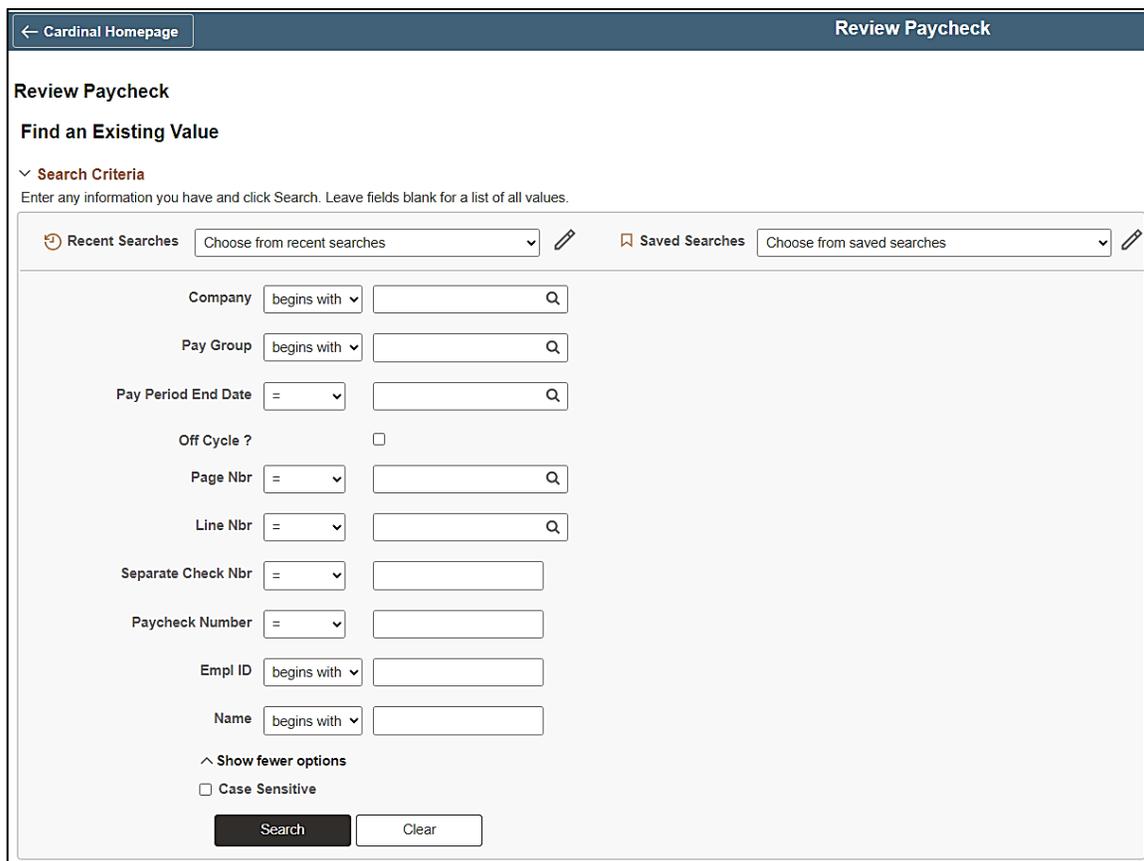
	<p>GRNFEE - This deduction will appear if a fee is required by the company for the Child Support garnishment</p> <p>If the Deduction Code is not populated, work with SPO to update.</p>
Effective Date	Normally this date is the beginning date of the pay period for when the garnishment should start. The amount will not be prorated if the effective date is within the pay period
Take on all Paygroups	If checked, the deduction will process for all jobs the employee has when payroll is processed. If unchecked, the deduction will only process on the primary job
Deduction End Date	If a deduction was entered and set up with an End Date , the deduction will stop on the specified end date
Deduction Rate or %	The rate or percentage entered for the fee
Loan Interest %	The percentage entered
Flat/Addl Amount	The amount of the deduction entered
Goal Amount	If a deduction was entered and set up with a Goal Amount , it will stop once the Goal Amount has been reached
Current Goal Balance	This field will not display data for garnishments. The related information will display on the applicable Garnishment Spec Data pages

Paycheck View

When an employee is subject to garnishment, review the **Review Paycheck** page to verify the garnishment will be deducted.

Step	Action
1.	Navigate to the Review Paycheck page using the following path: NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

The **Review Paycheck Find an Existing Value** page displays.



The screenshot shows the 'Review Paycheck' page with the 'Find an Existing Value' section. It includes search criteria for Company, Pay Group, Pay Period End Date, Off Cycle?, Page Nbr, Line Nbr, Separate Check Nbr, Paycheck Number, Empl ID, and Name. There are also options for 'Show fewer options' and 'Case Sensitive', along with 'Search' and 'Clear' buttons.



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.



Step	Action
------	--------

2. Enter the employee's Employee ID in the **Empl ID** field.
Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

Empl ID

3. Click the **Search** button.

The **Review Paycheck** displays with the applicable employee's paycheck information.

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID Name

Company DLI Pay Group SM1 Pay Period End 05/09/2024 Page 8 Line 1 Separate Check 1

<p>Paycheck Information</p> <p>Paycheck Status Confirmed Paycheck Option Advice</p> <p>Issue Date 05/16/2024 Paycheck Number 63846460</p> <p><input type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed</p>	<p>Paycheck Totals</p> <table border="1" style="width: 100%;"> <tr><td>Earnings</td><td>740.80</td></tr> <tr><td>Taxes</td><td>262.25</td></tr> <tr><td>Deductions</td><td>0.00</td></tr> <tr><td>Net Pay</td><td>478.55</td></tr> </table>	Earnings	740.80	Taxes	262.25	Deductions	0.00	Net Pay	478.55
Earnings	740.80								
Taxes	262.25								
Deductions	0.00								
Net Pay	478.55								

Earnings | 1 of 1 | View All

Begin Date 04/25/2024 End Date 05/09/2024 Addl Line Nbr 3 Reason Not Specified

Empl Record 0 Benefit Record 0 [Additional Data](#)

<p>Salaried</p> <table border="1" style="width: 100%;"> <tr><td>Hours</td><td>0.00</td></tr> <tr><td>Rate</td><td>37.041346</td></tr> <tr><td>Earnings</td><td>0.00</td></tr> </table>	Hours	0.00	Rate	37.041346	Earnings	0.00	<p>Hourly</p> <table border="1" style="width: 100%;"> <tr><td>Hours</td><td>0.00</td></tr> <tr><td>Rate</td><td>0.000000</td></tr> <tr><td>Earnings</td><td>0.00</td></tr> <tr><td>Rate Code</td><td></td></tr> </table>	Hours	0.00	Rate	0.000000	Earnings	0.00	Rate Code		<p>Overtime</p> <table border="1" style="width: 100%;"> <tr><td>Hours</td><td>0.00</td></tr> <tr><td>Rate</td><td>0.000000</td></tr> <tr><td>Earnings</td><td>0.00</td></tr> <tr><td>Rate Code</td><td></td></tr> </table>	Hours	0.00	Rate	0.000000	Earnings	0.00	Rate Code	
Hours	0.00																							
Rate	37.041346																							
Earnings	0.00																							
Hours	0.00																							
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Earnings	0.00																							
Rate Code																								
Hours	0.00																							
Rate	0.000000																							
Earnings	0.00																							
Rate Code																								

4. Click the **Paycheck Deductions** tab.

Step	Action
------	--------

The **Paycheck Deductions** tab displays.

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

Empl ID Name

Company DLI Pay Group SM1 Pay Period End 08/09/2024 Page 7 Line 21 Separate Check

Paycheck Information

Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	08/16/2024	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected <input type="checkbox"/> Cashed

Paycheck Totals

Earnings	2,100.33
Taxes	175.73
Deductions	1,508.61
Net Pay	415.99

▼ Deductions

☰
🔍
1-8 of 15
▶
View All

Deduction Details 1
Deduction Details 2
Deduction Details 3
||▶

Deduction Code	Description	Class	Amount	Calculated Base
CVACRE	CoVA Care	Before-Tax	166.50	
CVACRE	CoVA Care	Nontaxable Benefit	702.00	
IMPLIF	Imputed Life	Taxable Benefit	33.00	100,000.00
DEFCMP	457 Deferred Compensation	Before-Tax	1,000.00	
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	20.00	
FLXMED	Medical FSA	Before-Tax	108.33	

- Click the **Expand Garnishments** button to view additional details about the employee's garnishments.



PY381_Reviewing Garnishment Setup in Cardinal

Step	Action																																																																								
	<p>The expanded Garnishments section displays.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Garnishments Q << < 1 of 1 > >> View All </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Priority</td> <td style="width: 10%;">5</td> <td style="width: 10%;">ID</td> <td style="width: 20%;">AWG001</td> <td style="width: 10%;">Type</td> <td style="width: 30%;">Wage Assignment</td> </tr> <tr> <td>Vendor</td> <td>DEBT MANAG-002</td> <td>AP Status</td> <td colspan="3">Sent to AP</td> </tr> <tr> <td>Law Source</td> <td>\$U</td> <td>Rule ID</td> <td>GENERAL</td> <td colspan="2">General Exemption</td> </tr> <tr> <td>Disposable Earnings</td> <td>837.99</td> <td>Proration Rule ID</td> <td colspan="3"></td> </tr> <tr> <td>Less Exemption</td> <td>628.49</td> <td colspan="4"></td> </tr> <tr> <td>Less Other Garnishments</td> <td colspan="5"></td> </tr> <tr> <td>Maximum Deduction</td> <td>209.50</td> <td colspan="4"></td> </tr> <tr> <td>Limited Amount</td> <td>125.70</td> <td>Limited Type</td> <td colspan="3">Deduct Not Limited</td> </tr> <tr> <td>Garnishment Amount</td> <td>125.70</td> <td colspan="4"></td> </tr> <tr> <td>Company Fee</td> <td colspan="5"></td> </tr> <tr> <td>Payee Fee</td> <td colspan="5"></td> </tr> <tr> <td>Total Deducted</td> <td>125.70</td> <td colspan="4"><input type="checkbox"/> Adjusted Due To Included Fee</td> </tr> </table> </div>	Priority	5	ID	AWG001	Type	Wage Assignment	Vendor	DEBT MANAG-002	AP Status	Sent to AP			Law Source	\$U	Rule ID	GENERAL	General Exemption		Disposable Earnings	837.99	Proration Rule ID				Less Exemption	628.49					Less Other Garnishments						Maximum Deduction	209.50					Limited Amount	125.70	Limited Type	Deduct Not Limited			Garnishment Amount	125.70					Company Fee						Payee Fee						Total Deducted	125.70	<input type="checkbox"/> Adjusted Due To Included Fee			
Priority	5	ID	AWG001	Type	Wage Assignment																																																																				
Vendor	DEBT MANAG-002	AP Status	Sent to AP																																																																						
Law Source	\$U	Rule ID	GENERAL	General Exemption																																																																					
Disposable Earnings	837.99	Proration Rule ID																																																																							
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Company Fee																																																																									
Payee Fee																																																																									
Total Deducted	125.70	<input type="checkbox"/> Adjusted Due To Included Fee																																																																							

The following table provides a brief description of key fields within the **Garnishments** section.

Field	Description
Disposable Earnings	This ID links the garnishment disposable earnings definition to the applicable Garnishment Rules table
Less Exemption	Parameters set that override the exemption rules on the Garnishment Spec Data 6 page
Less Other Garnishments	Other garnishments that the employee may have
Maximum Deduction	<p>Displays messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction:</p> <p>Deduct Not Limited: Indicates that no further limitations were placed on the garnishment</p> <p>Deduct Limited by Calculation: Indicates that the deduction was limited by one of the deduction calculations amounts or percentages from the Garnishment Spec Data 4 or 5 pages</p> <p>Deduct Limited by Total Amount and Deduct Limited by Monthly Amount: Indicate that the system used the limitations from the Garnishment Spec Data 3 page</p> <p>Deduction Limited by Proration: Indicates that the deduction was limited by the proration rule displayed in the Prorate Rule ID field</p>

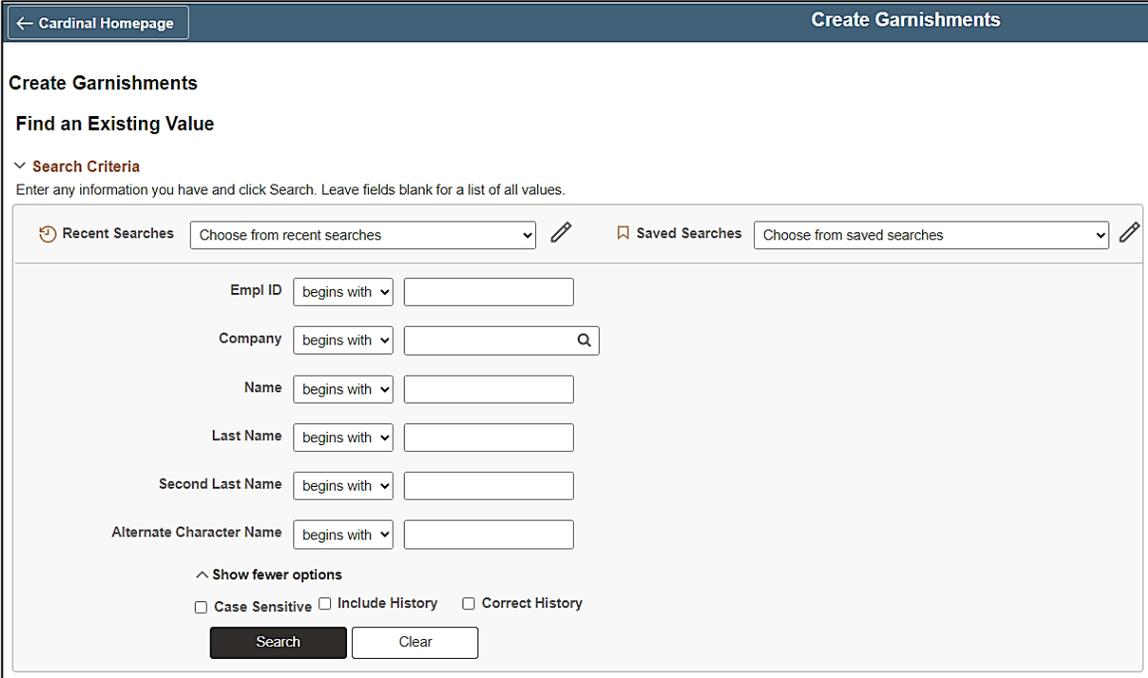
PY381_Reviewing Garnishment Setup in Cardinal

Limited Amount	Maximum total amount for the garnishment deduction
Garnishment Amount	Monthly limit amount if applicable for the garnishment
Company Fee	Not used in Cardinal
Payee Fee	Monthly limit amount for the payee, if applicable
Total Deducted	Amount deducted from the payee's paycheck
Type	Garnishment Type listed on the Garnishment Spec Data 1 page
Rule ID	Based on order that rules apply
Limited Type	
Adjusted Due to Include Fee (checkbox)	<p>If the system adjusted the calculation for fees included in disposable earnings, this check box is selected. There are two ways the system takes fees:</p> <ul style="list-style-type: none"> • In disposable earnings • On top of disposable earnings <p>SPO will specify whether to include the company and payee fees in disposable earnings on the Garnishment Spec Data 3 page.</p> <p>Note: If the sum of the calculated garnishment amount and the fee is greater than the maximum allowed (disposable earnings minus exemptions), the system makes an adjustment.</p> <p>If the fees are taken on top of the disposable earnings, then the fees that the system takes have no impact on the garnishment amount. For example, if the system determines that the user can take a garnishment of \$177.00, and they have fees that are not included in the disposable earnings, then the garnishment amount remains \$177.00.</p> <p>However, if the order specifies that the user take \$5.00 for the company fee, but that fee must be included in disposable earnings, then the system adjusts the amount to be garnished and selects the Adjusted Due To Included Fee check box.</p> <p>If the system has adjusted the garnishment amount based on a percentage of the deduction, the Adjusted Due To Included Fee check box is selected, and the garnishment amount differs from the maximum deduction amount by the amount of the adjustment.</p>

Sample Garnishment Screenshots

This section contains sample screenshots of various types of garnishments. These are samples only because garnishment orders can vary greatly. It is extremely important to verify all information from the specific garnishment.

Sample Chapter 13 Bankruptcy

Step	Action
1.	Navigate to the Create Garnishments page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments
	<p>The Create Garnishments Find an Existing Value page displays.</p> 
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> 

Step	Action
3.	Click the Search button.

Search

Clear

	Select the appropriate Empl ID link within the Search Results section at the bottom of the page if there are multiple garnishments for the Employee ID.
---	---

The **Create Garnishments** page displays for the applicable employee with **Garnishments Spec Data 1** tab displayed by default.

Garnishment Spec Data 1

Garnishment Spec Data 2

Garnishment Spec Data 3

Garnishment Spec Data 4

>

Person ID

Company ABC Alcoholic Beverage Control

Garnishments Q | < | > | 1 of 5 | View All

*Garnishment ID

Received On

*Date *Hours *Minutes

*Status + -

Respond By

*Date *Hours *Minutes

*Garnishment Type

*Court Document ID 1

*Court Name

Remarks

Support Type

Court Document ID 2

Save

Return to Search

Notify

Update/Display

Include History

Correct History

Garnishment Spec Data 1 |
Garnishment Spec Data 2 |
Garnishment Spec Data 3 |
Garnishment Spec Data 4 |
Garnishment Spec Data 5 |
Garnishment Spec Data 6 |
Garnishment

	If the incorrect Empl ID link was selected in error, click the Return to Search button to return to the Create Garnishments search page.
---	---

4.	Click through the Garnishments Spec Data tabs to verify the information is correct.
----	--

Garnishment Spec Data 1

Garnishment Spec Data 2

Garnishment Spec Data 3

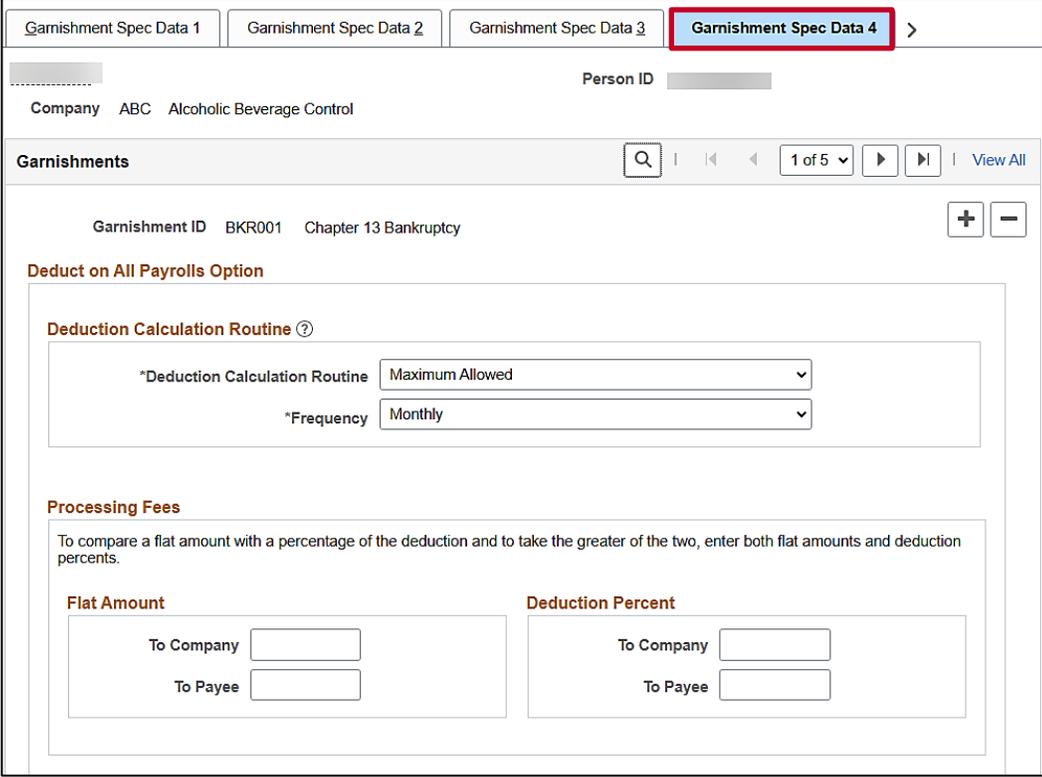
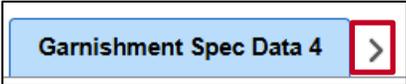
Garnishment Spec Data 4

>

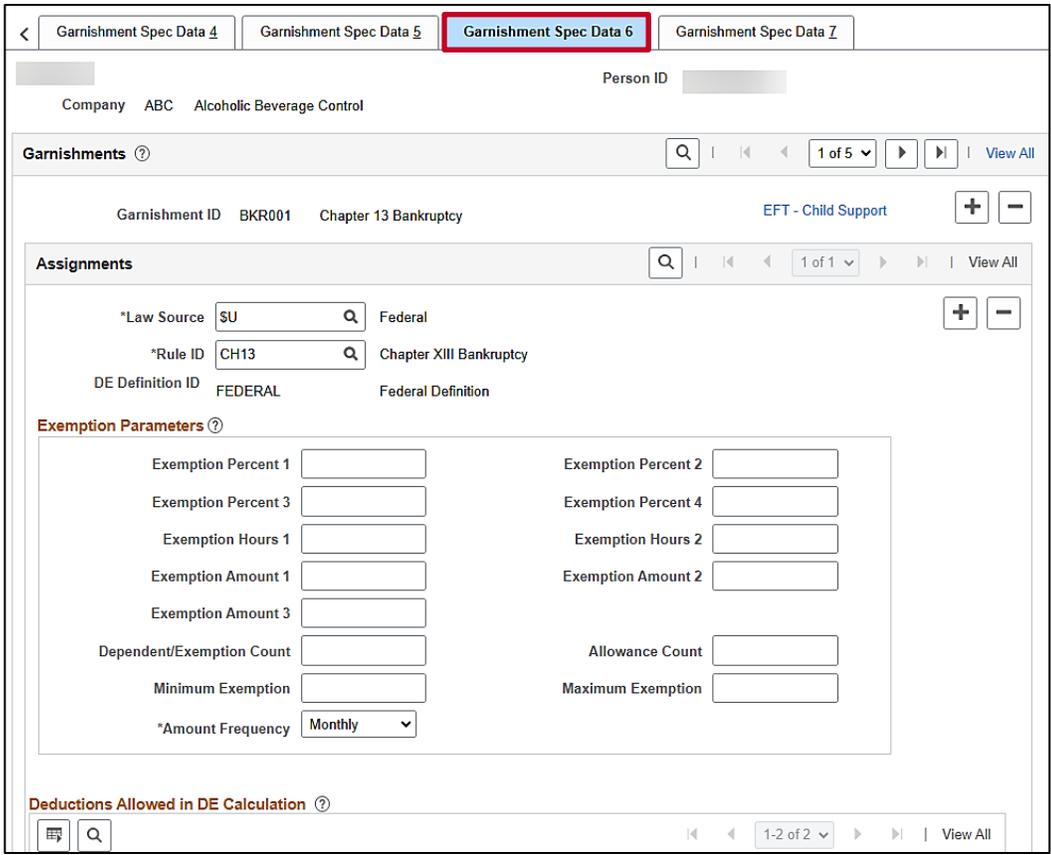
PY381_Reviewing Garnishment Setup in Cardinal

Step	Action
	<p>The following are screenshots of the other tabs for a Chapter 13 Bankruptcy scenario. Garnishments Spec Data 2 tab displays.</p> <div data-bbox="397 409 1360 1113" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Garnishment Spec Data 1 Garnishment Spec Data 2 Garnishment Spec Data 3 Garnishment Spec Data 4 > </div> <div style="padding: 5px;"> <p style="text-align: right;">Person ID </p> <p>Company ABC Alcoholic Beverage Control</p> <hr/> <p>Garnishments ? Q < << 1 of 5 >> > View All</p> <p>Garnishment ID BKR001 Chapter 13 Bankruptcy + -</p> <p>Set ID STATE Q</p> <p>Vendor ID 0001736398 Q CARL M BATES CH 13 TRUSTEE</p> <p>Location MAIN Q Main Location</p> <p>Remit Address 1 Q PO BOX 1433 MEMPHIS, TN 38101-1433</p> <p>Payee Name CARL M BATES CH 13 TRUSTEE</p> <p>Contact</p> <p>Name Phone </p> <p>Country USA Q United States</p> <p>Address PO BOX 1433 MEMPHIS, TN 38101-1433 Edit Address</p> <div style="border-top: 1px solid gray; padding-top: 5px; margin-top: 10px;"> Save Return to Search Notify Update/Display Include History Correct History </div> </div> </div>

Step	Action
Garnishments Spec Data 3 tab displays.	<div style="border: 1px solid black; padding: 10px;"> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Garnishment Spec Data 1 Garnishment Spec Data 2 Garnishment Spec Data 3 Garnishment Spec Data 4 > </div> <div style="margin-bottom: 10px;"> <p style="text-align: right;">Person ID </p> <p>Company ABC Alcoholic Beverage Control</p> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <p>Garnishments <input type="text" value=""/> << < 1 of 5 > >> View All </p> <p>Garnishment ID BKR001 Chapter 13 Bankruptcy <input type="button" value="+"/> <input type="button" value="-"/> </p> </div> <div style="margin-bottom: 10px;"> <p>Deductions ?</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>*Schedule Deduct by Schedule</p> <p><input checked="" type="checkbox"/> Include Company Fee Within DE</p> </div> <div> <p>Priority 1</p> <p><input checked="" type="checkbox"/> Include Payee Fee Within DE</p> </div> </div> </div> </div> <div> <p>Limitations ?</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>Start Date <input type="button" value="📅"/></p> <p><input type="checkbox"/> Calculate Stop Date</p> <p>Limit Amount </p> <p>Annual Limit </p> </div> <div> <p>Stop Date <input type="button" value="📅"/></p> <p>Stop Date Days </p> <p>Limit Balance </p> </div> </div> </div> </div> <div style="margin-top: 10px;"> <p>Monthly Limit Amounts</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>Garnishment </p> <p>Company Fee </p> </div> <div> <p>Payee Fee </p> </div> </div> </div> </div> </div>

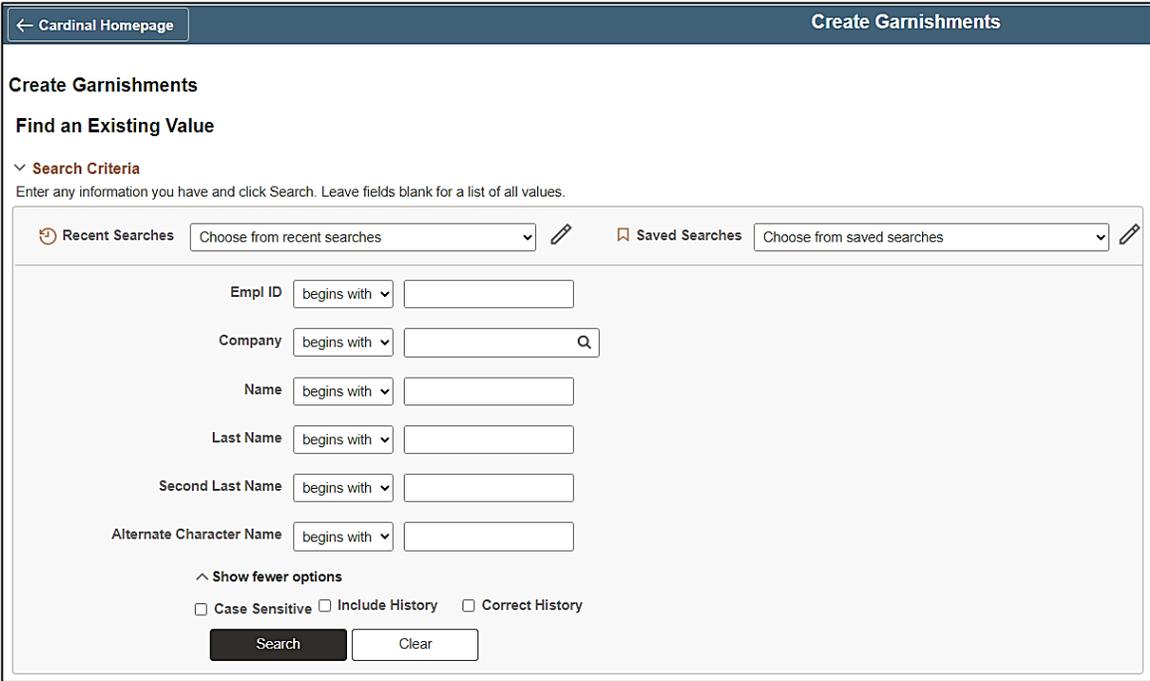
Step	Action
	<p>Garnishments Spec Data 4 tab displays.</p> 
5.	<p>Click the arrow button next to the Garnishments Spec Data 4 tab to view the additional tabs about the employee's garnishment details.</p> 

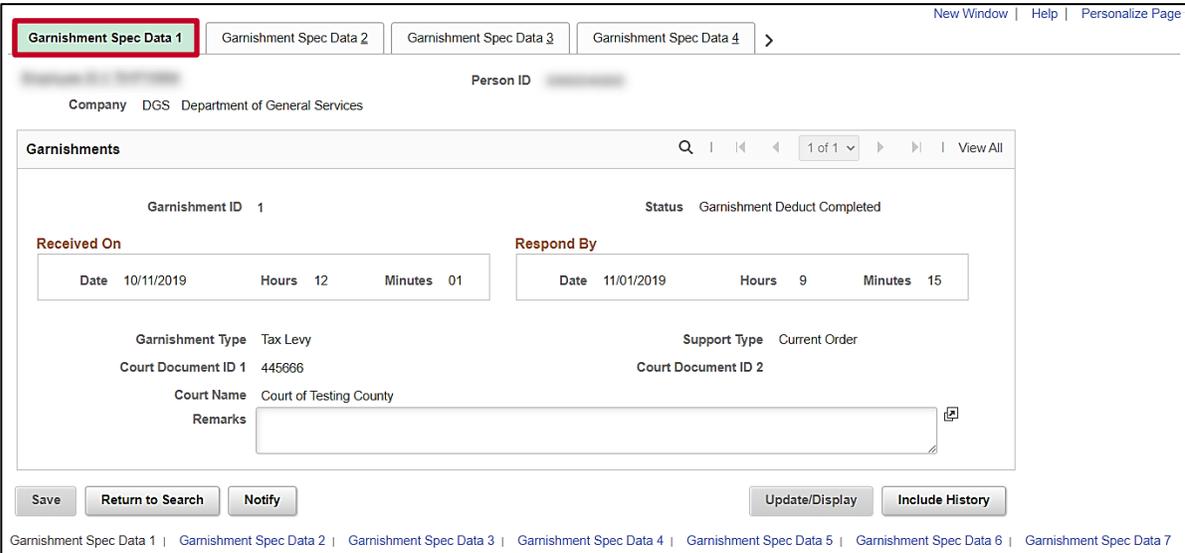
Step	Action						
Garnishments Spec Data 5 tab displays.	<div style="border: 1px solid black; padding: 10px;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Garnishment Spec Data 4 Garnishment Spec Data 5 Garnishment Spec Data 6 Garnishment Spec Data 7 </div> <div style="margin-bottom: 5px;"> Person ID Company ABC Alcoholic Beverage Control </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Garnishments Q << < 1 of 5 > >> View All </div> <div style="margin-bottom: 5px;"> Garnishment ID BKR001 Chapter 13 Bankruptcy + - </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Deduct by Schedule Option Q << < 1 of 2 > >> View All </div> <div style="margin-bottom: 5px;"> Deduction Schedule + - </div> <div style="margin-bottom: 5px;"> *Pay Frequency <input type="text" value="S"/> Semimnthly *Pay Period <input type="text" value="First"/> </div> <div style="margin-bottom: 5px;"> Deduction Calculation Routine ⓘ </div> <div style="margin-bottom: 5px;"> *Deduction Calculation Routine <input type="text" value="Greater of %DE or Amount"/> </div> <div style="margin-bottom: 5px;"> Disposable Earnings Percent <input type="text"/> Flat Amount <input type="text" value="\$382.50"/> </div> <div> Processing Fees </div> <div style="margin-top: 5px;"> <p style="font-size: small;">To compare a flat amount with a percentage of the deduction and to take the greater of the two, enter both flat amounts and deduction percents.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; border-right: 1px solid black; padding: 5px;"> Flat Amount </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> Deduction Percent </td> </tr> <tr> <td style="padding: 5px;"> To Company <input type="text"/> </td> <td style="padding: 5px;"> To Company <input type="text"/> </td> </tr> <tr> <td style="padding: 5px;"> To Payee <input type="text"/> </td> <td style="padding: 5px;"> To Payee <input type="text"/> </td> </tr> </table> </div> </div>	Flat Amount	Deduction Percent	To Company <input type="text"/>	To Company <input type="text"/>	To Payee <input type="text"/>	To Payee <input type="text"/>
Flat Amount	Deduction Percent						
To Company <input type="text"/>	To Company <input type="text"/>						
To Payee <input type="text"/>	To Payee <input type="text"/>						

Step	Action
	<p>Garnishments Spec Data 6 tab displays.</p> 

Step	Action
Garnishments Spec Data 7 tab displays.	<div style="border: 1px solid black; padding: 10px;"> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Garnishment Spec Data 4 Garnishment Spec Data 5 Garnishment Spec Data 6 Garnishment Spec Data 7 </div> <div style="margin-bottom: 10px;"> <p style="text-align: right;">Person ID </p> <p>Company ABC Alcoholic Beverage Control</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Garnishments Q << < 1 of 5 > >> View All</p> <p>Garnishment ID BKR001 Chapter 13 Bankruptcy + -</p> <p>Proration Rule State <input type="text"/></p> <p>Proration Rule ID <input style="width: 80px;" type="text"/> Q</p> <p>Proration Override ?</p> <p style="margin-left: 20px;">Court Ordered Percent <input type="text"/> Court Ordered Amount <input type="text"/></p> <p>Pay Mode ?</p> <p style="margin-left: 20px;">Pay Mode Pay as Deducted AP Payment Date Type Check Date</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> Separate AP Payment</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search Notify Update/Display Include History Correct History </div> </div>

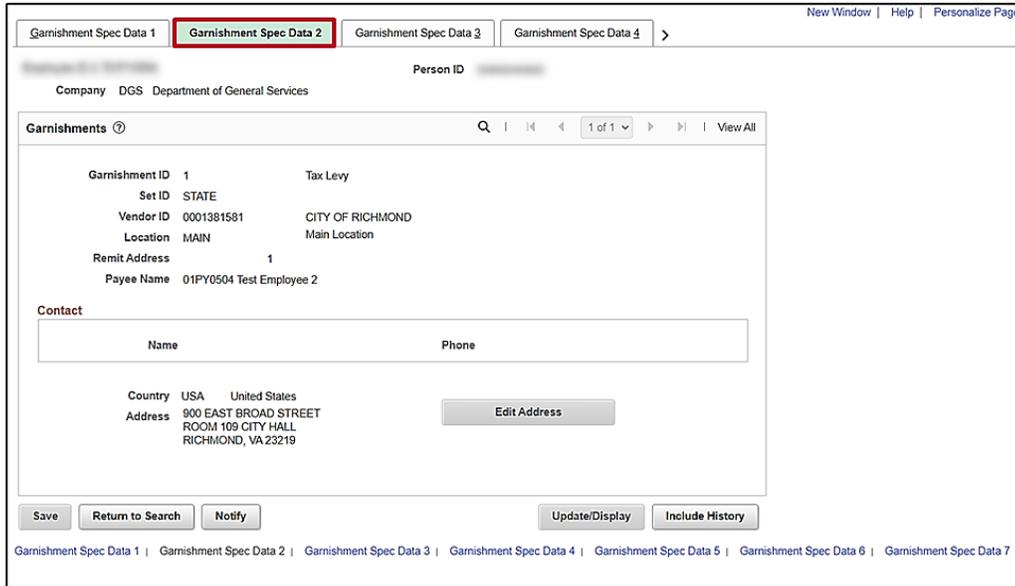
Sample Tax Levy

Step	Action
1.	Navigate to the Create Garnishments page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments
<p>The Create Garnishments Find an Existing Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. 
3.	Click the Search button. 

Step	Action
	Select the appropriate Empl ID link within the Search Results section at the bottom of the page if there are multiple garnishments for the Employee ID.
	<p>The Create Garnishments page displays for the applicable employee with Garnishments Spec Data 1 tab displayed by default.</p> 
	If the incorrect Empl ID link was selected in error, click the Return to Search button to return to the Create Garnishments search page.
4.	Click through the Garnishments Spec Data tabs to verify the information is correct. 

Step	Action
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The following are screenshots of the other tabs for a Tax Levy scenario. **Garnishments Spec Data 2** tab displays.

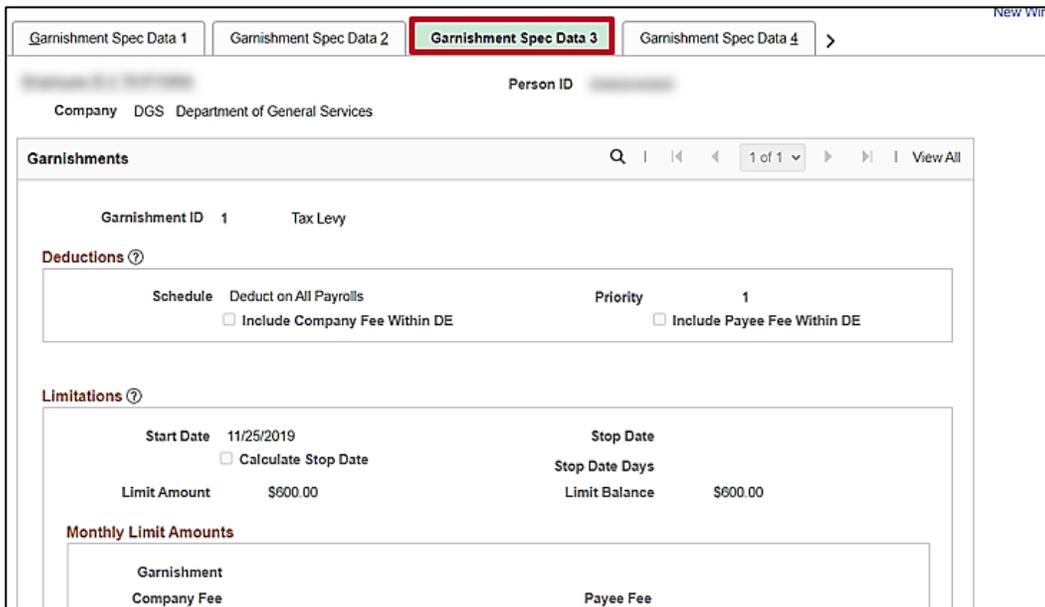


The screenshot shows the 'Garnishment Spec Data 2' tab selected. The main content area displays the following information:

- Garnishment ID:** 1
- Set ID:** STATE
- Vendor ID:** 0001381581
- Location:** MAIN
- Remit Address:** 1
- Payee Name:** 01PY0504 Test Employee 2
- Country:** USA United States
- Address:** 900 EAST BROAD STREET, ROOM 109 CITY HALL, RICHMOND, VA 23219

Buttons at the bottom include: Save, Return to Search, Notify, Update/Display, and Include History.

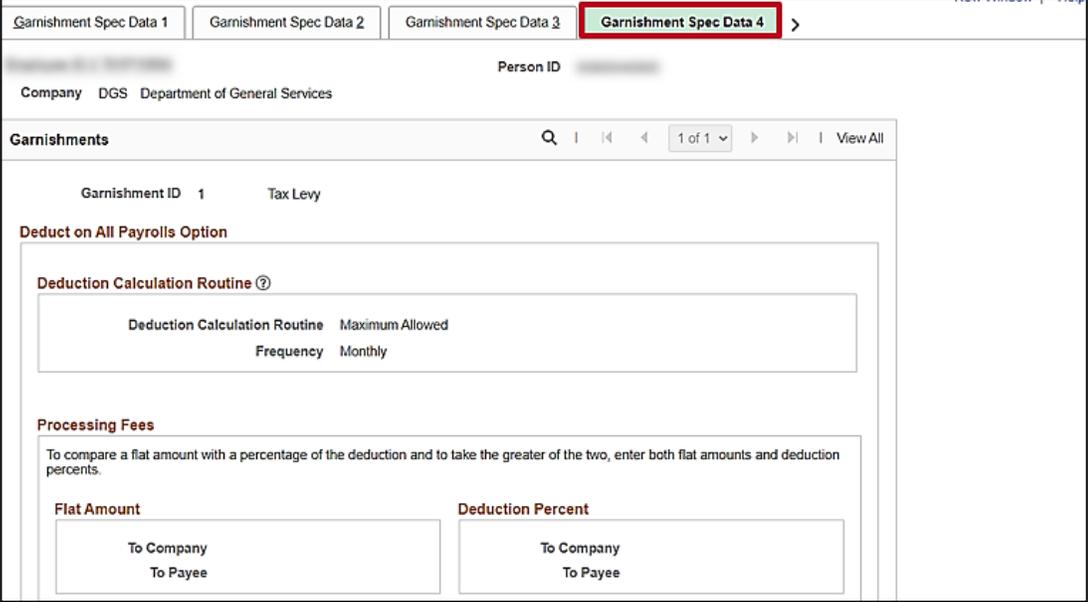
Garnishments Spec Data 3 tab displays.

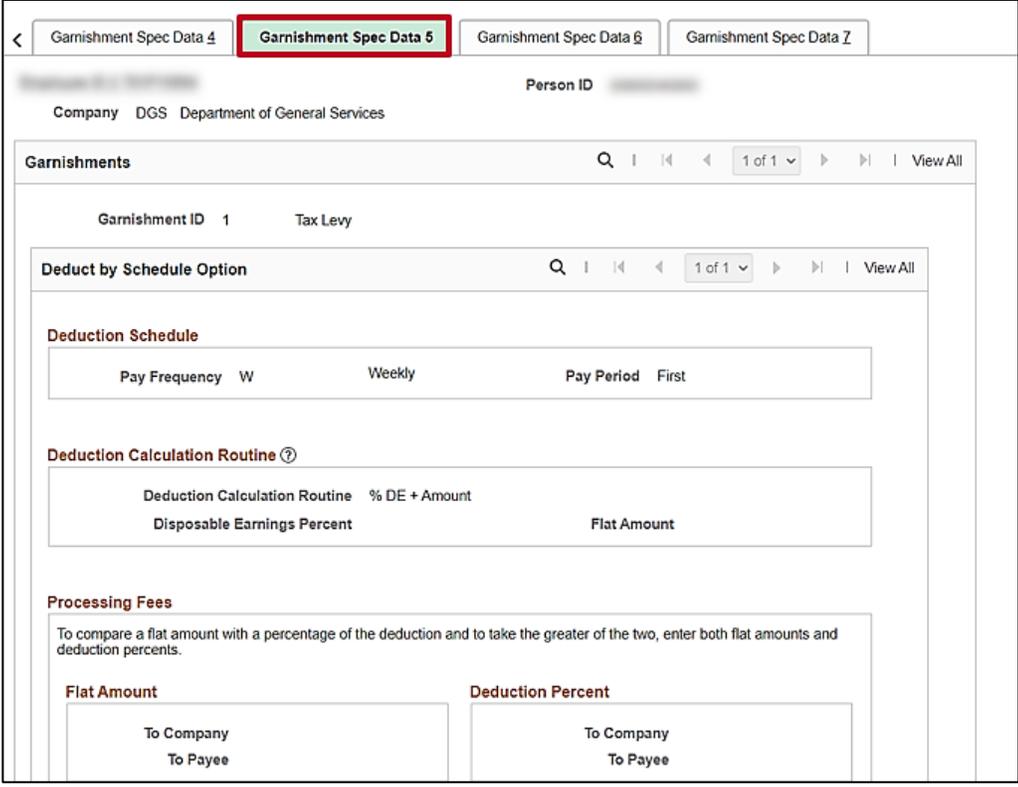


The screenshot shows the 'Garnishment Spec Data 3' tab selected. The main content area displays the following information:

- Garnishment ID:** 1
- Set ID:** Tax Levy
- Deductions:**
 - Schedule: Deduct on All Payrolls
 - Priority: 1
 - Include Company Fee Within DE
 - Include Payee Fee Within DE
- Limitations:**
 - Start Date: 11/25/2019
 - Stop Date: [Blank]
 - Limit Amount: \$600.00
 - Limit Balance: \$600.00
 - Calculate Stop Date
 - Stop Date Days: [Blank]
- Monthly Limit Amounts:**

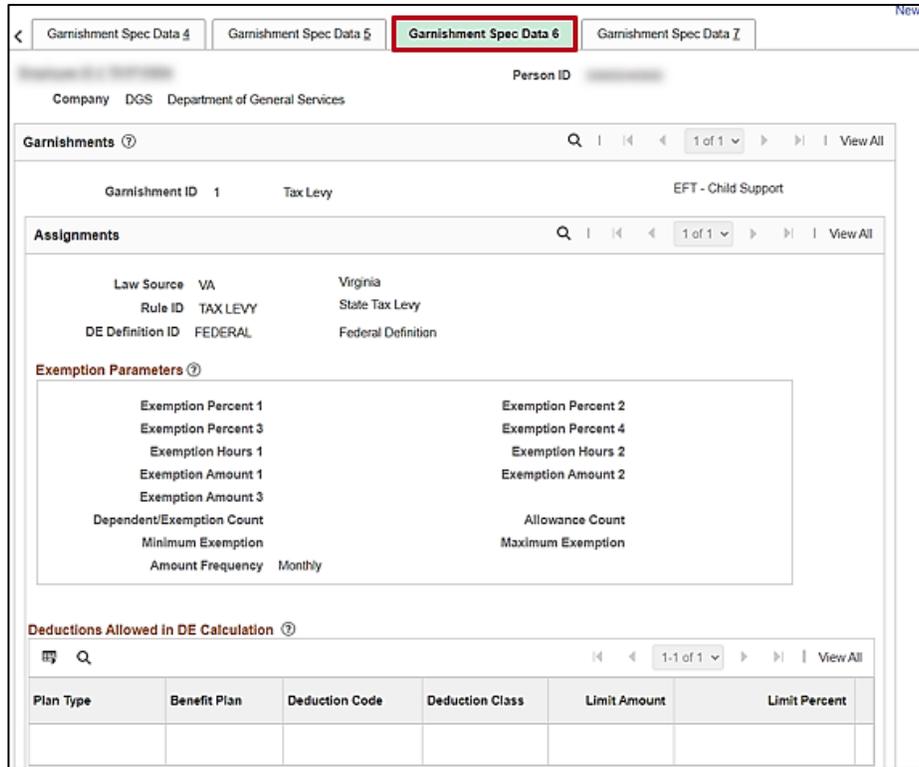
Garnishment	Payee Fee
Company Fee	

Step	Action
	<p>Garnishments Spec Data 4 tab displays.</p> 
5.	<p>Click the arrow button next to the Garnishments Spec Data 4 tab to view the additional tabs about the employee's garnishment details.</p> 

Step	Action
Garnishments Spec Data 5 tab displays.	<div style="border: 1px solid black; padding: 10px;">  <p>The screenshot displays the 'Garnishment Spec Data 5' configuration page. At the top, there are tabs for 'Garnishment Spec Data 4', 'Garnishment Spec Data 5' (highlighted), 'Garnishment Spec Data 6', and 'Garnishment Spec Data Z'. Below the tabs, the 'Company' is listed as 'DGS Department of General Services' and 'Person ID' is visible. The main section is titled 'Garnishments' and includes a search bar and pagination. Underneath, there are several sub-sections: 'Deduct by Schedule Option' with a search bar and pagination; 'Deduction Schedule' with fields for 'Pay Frequency' (W) and 'Pay Period' (First); 'Deduction Calculation Routine' with fields for 'Deduction Calculation Routine' (% DE + Amount) and 'Flat Amount'; and 'Processing Fees' with a descriptive text and two columns: 'Flat Amount' and 'Deduction Percent', each with sub-fields for 'To Company' and 'To Payee'.</p> </div>

Step	Action
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Garnishments Spec Data 6 tab displays.



Company DGS Department of General Services Person ID [REDACTED]

Garnishments 1 of 1 View All

Garnishment ID 1 Tax Levy EFT - Child Support

Assignments 1 of 1 View All

Law Source VA Virginia
 Rule ID TAX LEVY State Tax Levy
 DE Definition ID FEDERAL Federal Definition

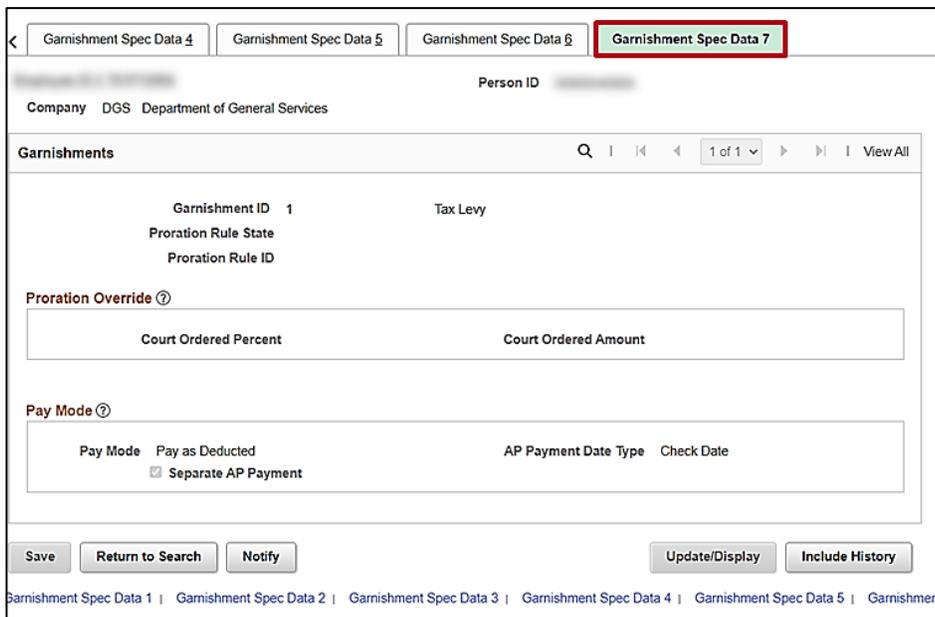
Exemption Parameters

Exemption Percent 1 Exemption Percent 2
 Exemption Percent 3 Exemption Percent 4
 Exemption Hours 1 Exemption Hours 2
 Exemption Amount 1 Exemption Amount 2
 Exemption Amount 3
 Dependent/Exemption Count Allowance Count
 Minimum Exemption Maximum Exemption
 Amount Frequency Monthly

Deductions Allowed in DE Calculation

Plan Type	Benefit Plan	Deduction Code	Deduction Class	Limit Amount	Limit Percent

Garnishments Spec Data 7 tab displays.



Company DGS Department of General Services Person ID [REDACTED]

Garnishments 1 of 1 View All

Garnishment ID 1 Tax Levy
 Proration Rule State
 Proration Rule ID

Proration Override

Court Ordered Percent Court Ordered Amount

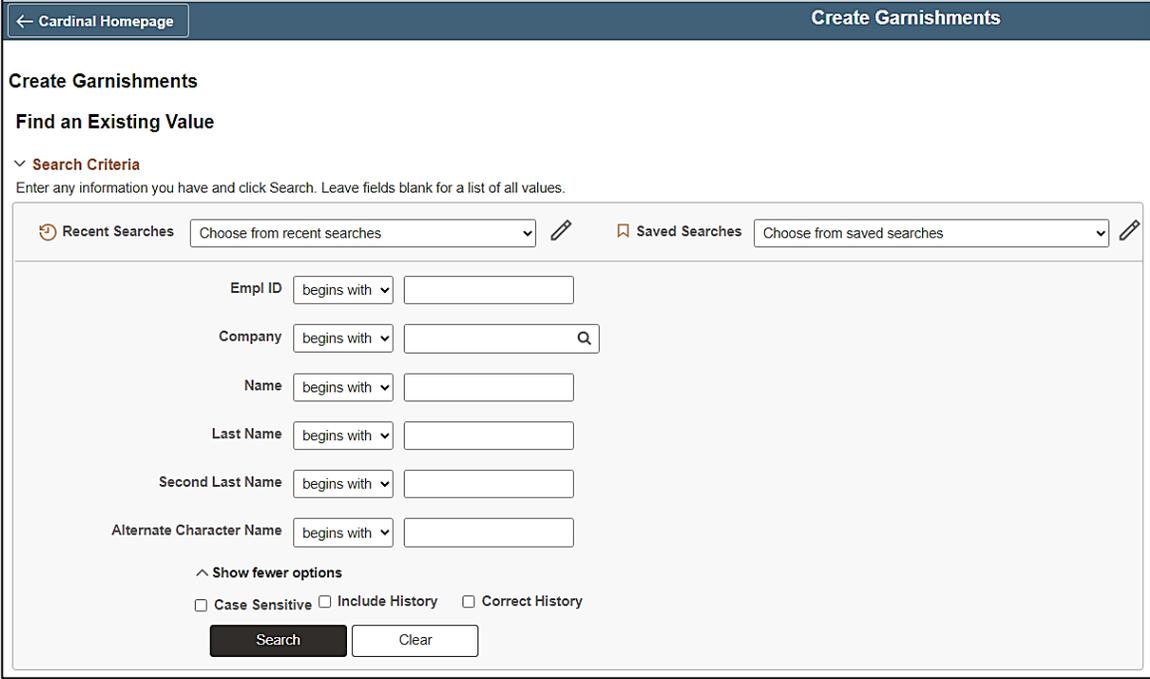
Pay Mode

Pay Mode Pay as Deducted AP Payment Date Type Check Date
 Separate AP Payment

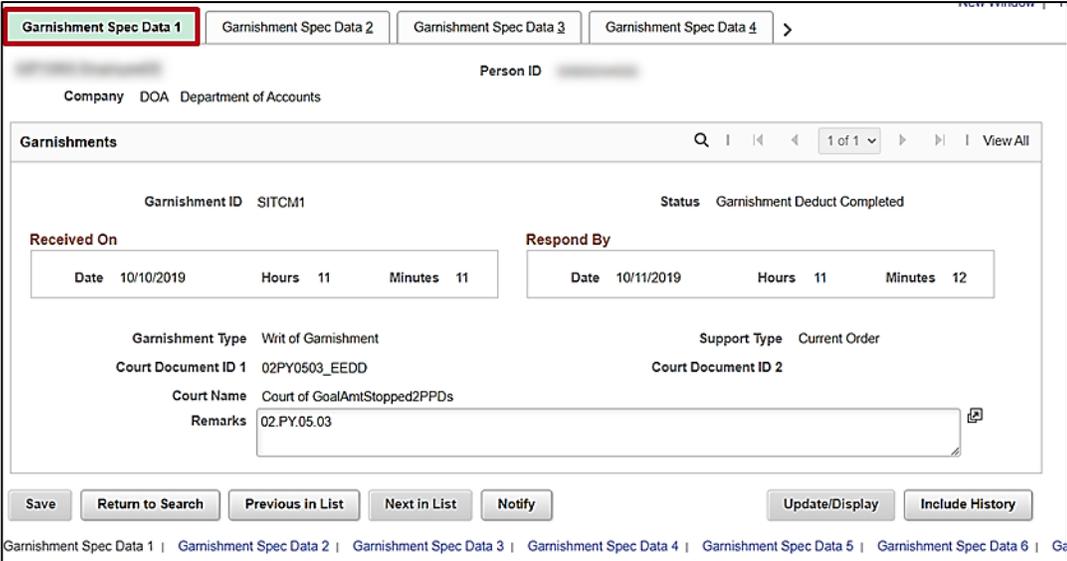
Save Return to Search Notify Update/Display Include History

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

Sample Writ of Garnishment

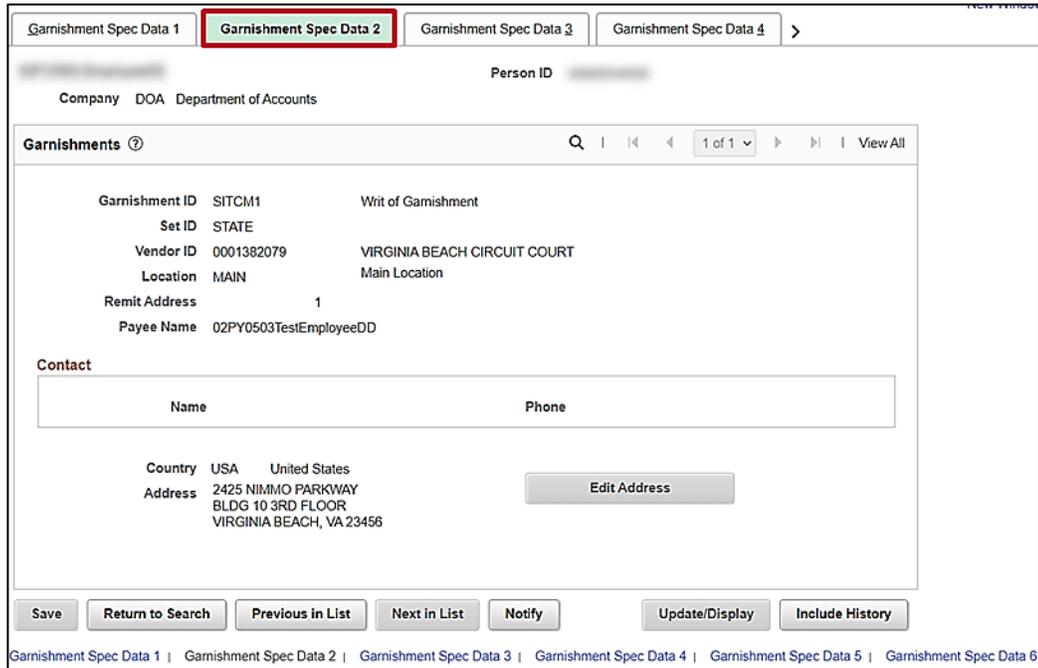
Step	Action
1.	Navigate to the Create Garnishments page using the following path: NavBar > Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments
<p>The Create Garnishments Find an Existing Value page displays.</p> 	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known. 
3.	Click the Search button. 

PY381_Reviewing Garnishment Setup in Cardinal

Step	Action
	Select the appropriate Empl ID link within the Search Results section at the bottom of the page if there are multiple garnishments for the Employee ID.
	<p>The Create Garnishments page displays for the applicable employee with Garnishments Spec Data 1 tab displayed by default.</p> 
	If the incorrect Empl ID link was selected in error, click the Return to Search button to return to the Create Garnishments search page.
4.	Click through the Garnishments Spec Data tabs to verify the information is correct. 

Step	Action
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The following are screenshots of the other tabs for a Writ of Garnishment scenario. **Garnishments Spec Data 2** tab displays.

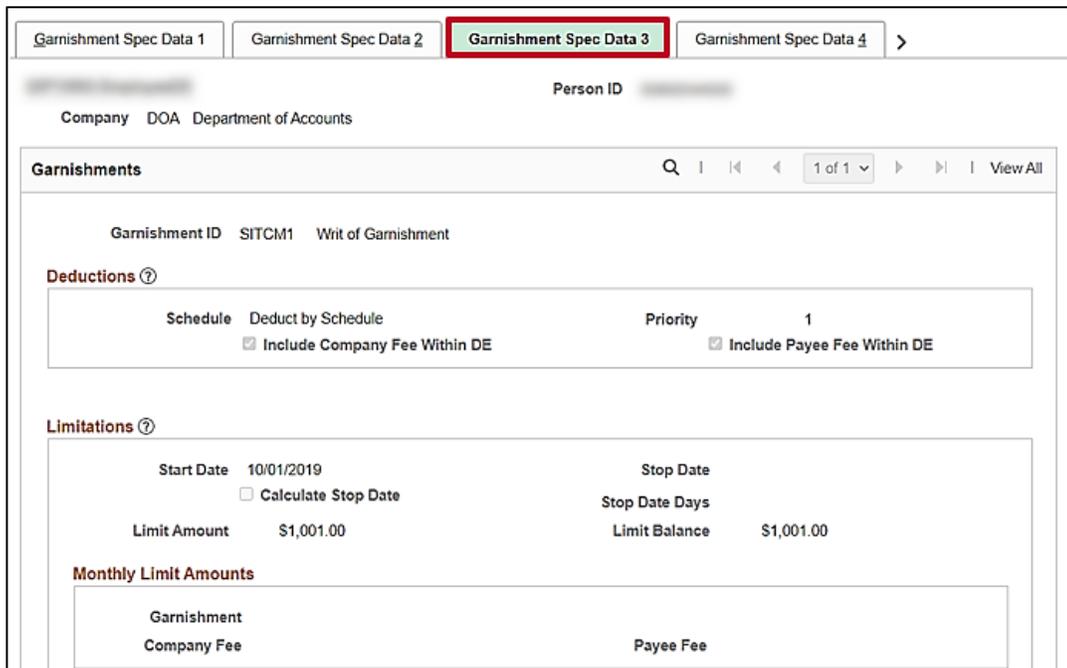


The screenshot shows the 'Garnishments Spec Data 2' tab selected. The interface includes a breadcrumb trail at the top: 'Garnishment Spec Data 1 | **Garnishment Spec Data 2** | Garnishment Spec Data 3 | Garnishment Spec Data 4 >'. Below this, there are fields for 'Company' (DOA Department of Accounts) and 'Person ID'. A search bar and navigation controls (1 of 1) are present. The main content area displays the following details:

- Garnishment ID:** SITCM1
- Set ID:** STATE
- Vendor ID:** 0001382079
- Location:** MAIN
- Remit Address:** 1
- Payee Name:** 02PY0503TestEmployeeDD
- Writ of Garnishment:** VIRGINIA BEACH CIRCUIT COURT
- Main Location:** VIRGINIA BEACH, VA 23456

There is a 'Contact' section with input fields for 'Name' and 'Phone'. Below that, the 'Address' is listed as '2425 NIMMO PARKWAY, BLDG 10 3RD FLOOR, VIRGINIA BEACH, VA 23456' with an 'Edit Address' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', and 'Include History'. A breadcrumb trail at the very bottom reads: 'Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6'.

Garnishments Spec Data 3 tab displays.



The screenshot shows the 'Garnishments Spec Data 3' tab selected. The breadcrumb trail is: 'Garnishment Spec Data 1 | Garnishment Spec Data 2 | **Garnishment Spec Data 3** | Garnishment Spec Data 4 >'. The interface shows 'Company' (DOA Department of Accounts) and 'Person ID'. The main content area displays the following details:

- Garnishment ID:** SITCM1
- Writ of Garnishment:** VIRGINIA BEACH CIRCUIT COURT

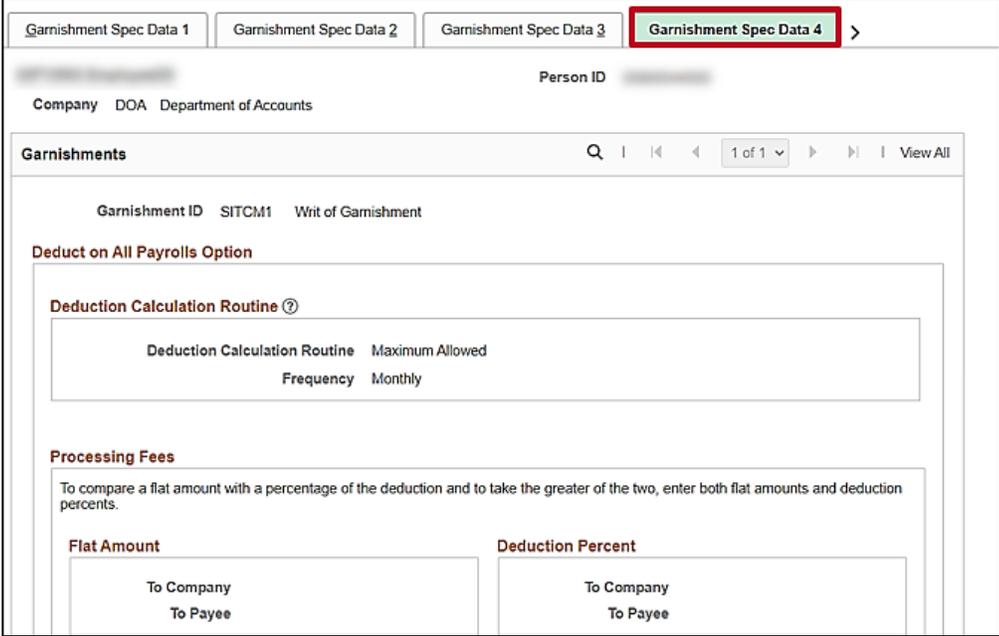
The 'Deductions' section includes:

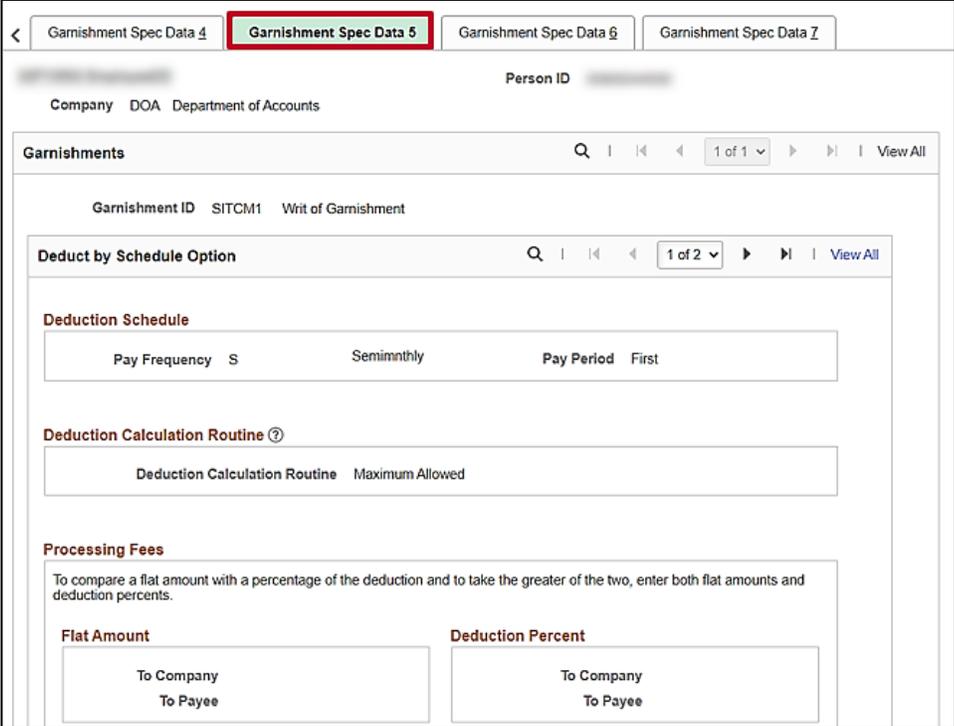
- Schedule:** Deduct by Schedule
- Priority:** 1
- Include Company Fee Within DE
- Include Payee Fee Within DE

The 'Limitations' section includes:

- Start Date:** 10/01/2019
- Calculate Stop Date
- Stop Date:** (blank)
- Stop Date Days:** (blank)
- Limit Amount:** \$1,001.00
- Limit Balance:** \$1,001.00

The 'Monthly Limit Amounts' section has input fields for 'Garnishment', 'Company Fee', and 'Payee Fee'.

Step	Action
	<p>Garnishments Spec Data 4 tab displays.</p> 
5.	<p>Click the arrow button next to the Garnishments Spec Data 4 tab to view the additional tabs about the employee's garnishment details.</p> 

Step	Action
	<p data-bbox="170 325 711 359">Garnishments Spec Data 5 tab displays.</p> <div data-bbox="354 378 1308 1104" style="border: 1px solid black; padding: 5px;">  </div>

Step	Action																																																																												
Garnishments Spec Data 6 tab displays.	<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> Garnishment Spec Data 4 Garnishment Spec Data 5 Garnishment Spec Data 6 Garnishment Spec Data 7 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Company DOA Department of Accounts Person ID </div> <div style="margin-bottom: 10px;"> <p>Garnishments Q < > 1 of 1 View All</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Garnishment ID</th> <th style="width: 20%;">SITCM1</th> <th style="width: 40%;">Wit of Garnishment</th> <th style="width: 20%;">EFT - Child Support</th> </tr> </thead> <tbody> <tr> <td colspan="4">Assignments Q < > 1 of 1 View All</td> </tr> <tr> <td>Law Source</td> <td>VA</td> <td>Virginia</td> <td></td> </tr> <tr> <td>Rule ID</td> <td>GENERAL</td> <td>General Exemption</td> <td></td> </tr> <tr> <td>DE Definition ID</td> <td>FEDERAL</td> <td>Federal Definition</td> <td></td> </tr> <tr> <td colspan="4">Exemption Parameters ?</td> </tr> <tr> <td>Exemption Percent 1</td> <td></td> <td>Exemption Percent 2</td> <td></td> </tr> <tr> <td>Exemption Percent 3</td> <td></td> <td>Exemption Percent 4</td> <td></td> </tr> <tr> <td>Exemption Hours 1</td> <td></td> <td>Exemption Hours 2</td> <td></td> </tr> <tr> <td>Exemption Amount 1</td> <td></td> <td>Exemption Amount 2</td> <td></td> </tr> <tr> <td>Exemption Amount 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dependent/Exemption Count</td> <td></td> <td>Allowance Count</td> <td></td> </tr> <tr> <td>Minimum Exemption</td> <td></td> <td>Maximum Exemption</td> <td></td> </tr> <tr> <td>Amount Frequency</td> <td>Monthly</td> <td></td> <td></td> </tr> <tr> <td colspan="4">Deductions Allowed in DE Calculation ?</td> </tr> <tr> <td colspan="4" style="text-align: right;">Q < > 1-1 of 1 View All</td> </tr> <tr> <th>Plan Type</th> <th>Benefit Plan</th> <th>Deduction Code</th> <th>Deduction Class</th> <th>Limit Amount</th> <th>Limit Percent</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div>	Garnishment ID	SITCM1	Wit of Garnishment	EFT - Child Support	Assignments Q < > 1 of 1 View All				Law Source	VA	Virginia		Rule ID	GENERAL	General Exemption		DE Definition ID	FEDERAL	Federal Definition		Exemption Parameters ?				Exemption Percent 1		Exemption Percent 2		Exemption Percent 3		Exemption Percent 4		Exemption Hours 1		Exemption Hours 2		Exemption Amount 1		Exemption Amount 2		Exemption Amount 3				Dependent/Exemption Count		Allowance Count		Minimum Exemption		Maximum Exemption		Amount Frequency	Monthly			Deductions Allowed in DE Calculation ?				Q < > 1-1 of 1 View All				Plan Type	Benefit Plan	Deduction Code	Deduction Class	Limit Amount	Limit Percent						
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Step	Action
Garnishments Spec Data 7 tab displays.	