

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.

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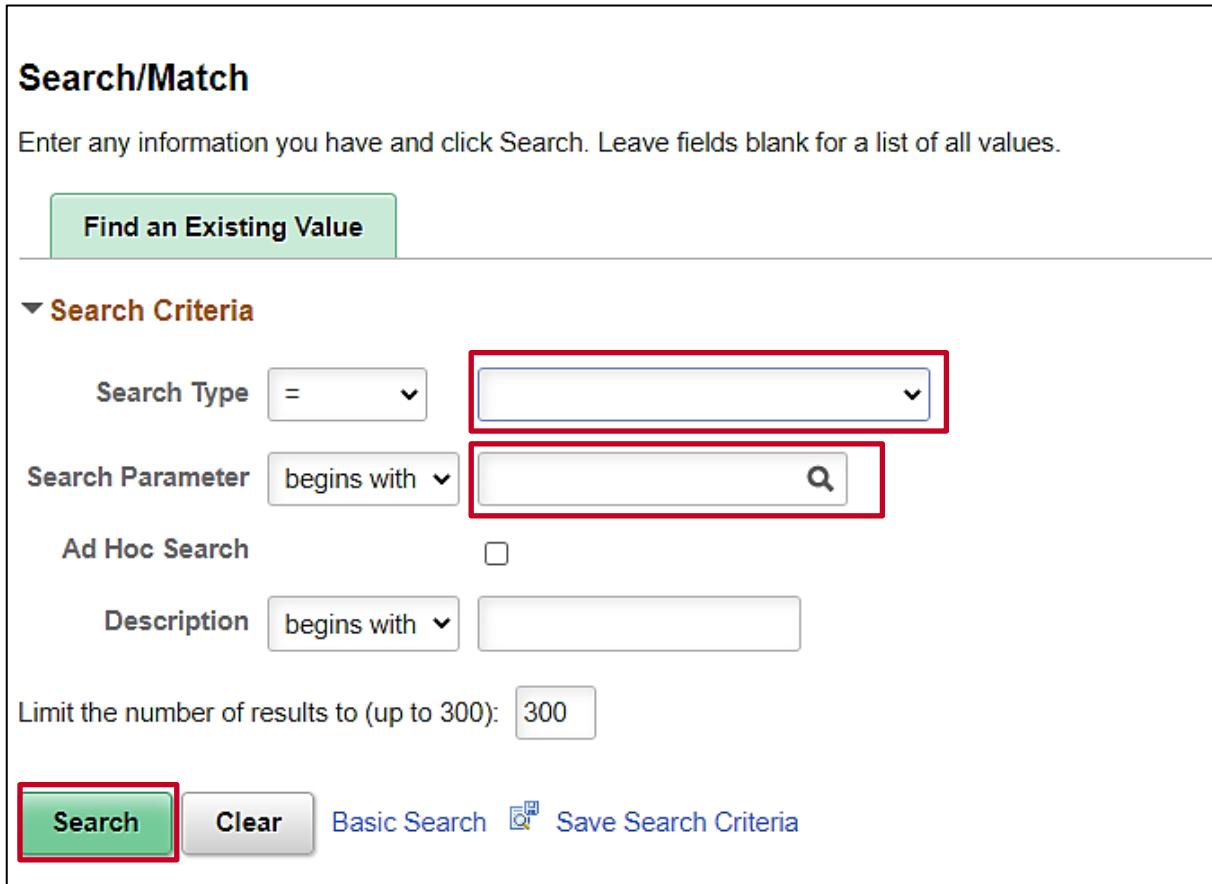
Searching for an Employee

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

1. Navigate to the **Search for a Person** page using the following path:

Navigator > Workforce Administration > Personal Information > Search for a Person

The **Search/Match** page displays.



2. Select the following:
 - a. **Search Type** – select **Person**
 - b. **Search Parameter** – select **PSRS_HIRE**
3. Click the **Search** button.

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Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: PSRS_HIRE Prepare For Hire

Search Result Rule ?

Search Result Code: PSRS_HIRE Prepare For Hire

User Default

Search Criteria ?

Search Fields

National Id

Search by Order Number ?

Search Order	Description
10	NID Only

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

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: PSRS_HIRE Prepare For Hire

Result Code: PSRS_HIRE Prepare For Hire

Search Results Summary

Number of ID's Found: 1 [Return to Search Criteria](#)

Search Order Number: 10 NID Only

Search Results

		Empl ID	Last Name	First Name	Middle Name			
1	<input type="button" value="Carry ID"/>					Person Organizational Summary	<input type="button" value="+"/>	<input type="button" value="-"/>

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

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

Person Organizational Summary

Person Organizational Summary

Person ID

▼ **Employment Instances**

ORG Instance 0 Last Hire 11/24/1980 Termination Date

HR Status Active Payroll Status Active

1 of 2

[View All](#)

Assignments

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Active	Active	10/26/2019	14000	11/24/1980	General Wage		W19212		Active

8. Check the **Business Unit** and status to determine if the employee is active at your agency.

Note: If you see more than **1 of 1**, click the **View All** link to see all the rows as the employee may have more than one record to confirm whether your agency is listed.

9. Write down the Employee ID if applicable if the employee is active.

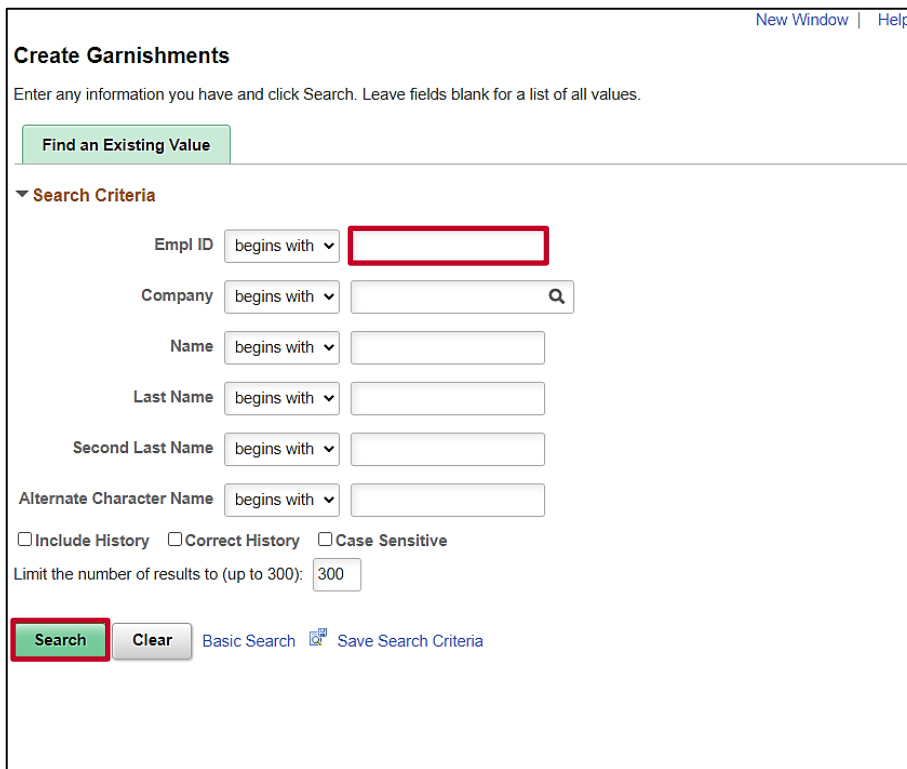
If the employee is not active, respond to the order accordingly.

Garnishment Pages

Review the information SPO has entered on the **Create Garnishments** page using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create Garnishments

The **Create Garnishments** search page displays.

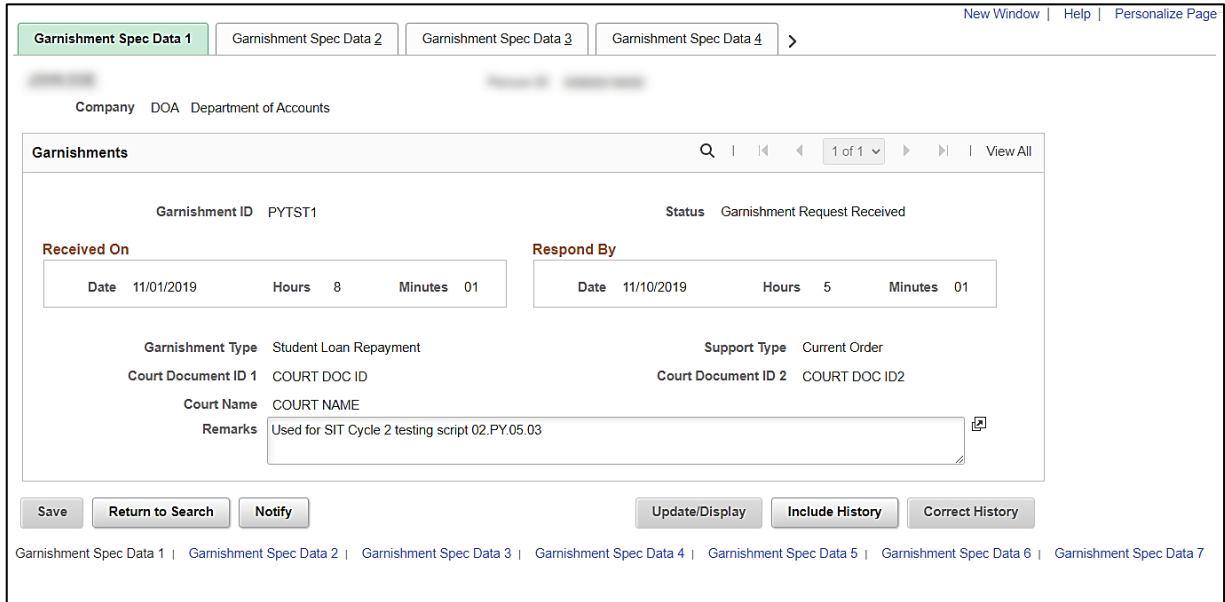


1. Enter the applicable employee's Employee ID in the **Empl ID** field.
2. Click the **Search** button.

Note: You can also search by the employee's name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

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Garnishment Spec Data 1

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



The screenshot shows the 'Garnishment Spec Data 1' form. At the top, there are navigation tabs for 'Garnishment Spec Data 1' through '4'. Below the tabs, the form displays the following information:

- Company:** DOA Department of Accounts
- Garnishment ID:** PYTST1
- Status:** Garnishment Request Received
- Received On:** Date 11/01/2019, Hours 8, Minutes 01
- Respond By:** Date 11/10/2019, Hours 5, Minutes 01
- Garnishment Type:** Student Loan Repayment
- Support Type:** Current Order
- Court Document ID 1:** COURT DOC ID
- Court Document ID 2:** COURT DOC ID2
- Court Name:** COURT NAME
- Remarks:** Used for SIT Cycle 2 testing script 02.PY05.03

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. A navigation bar at the very bottom shows tabs for 'Garnishment Spec Data 1' through '7'.

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

The table below provides a brief description for each key field within the **Garnishment Spec Data 1** tab.

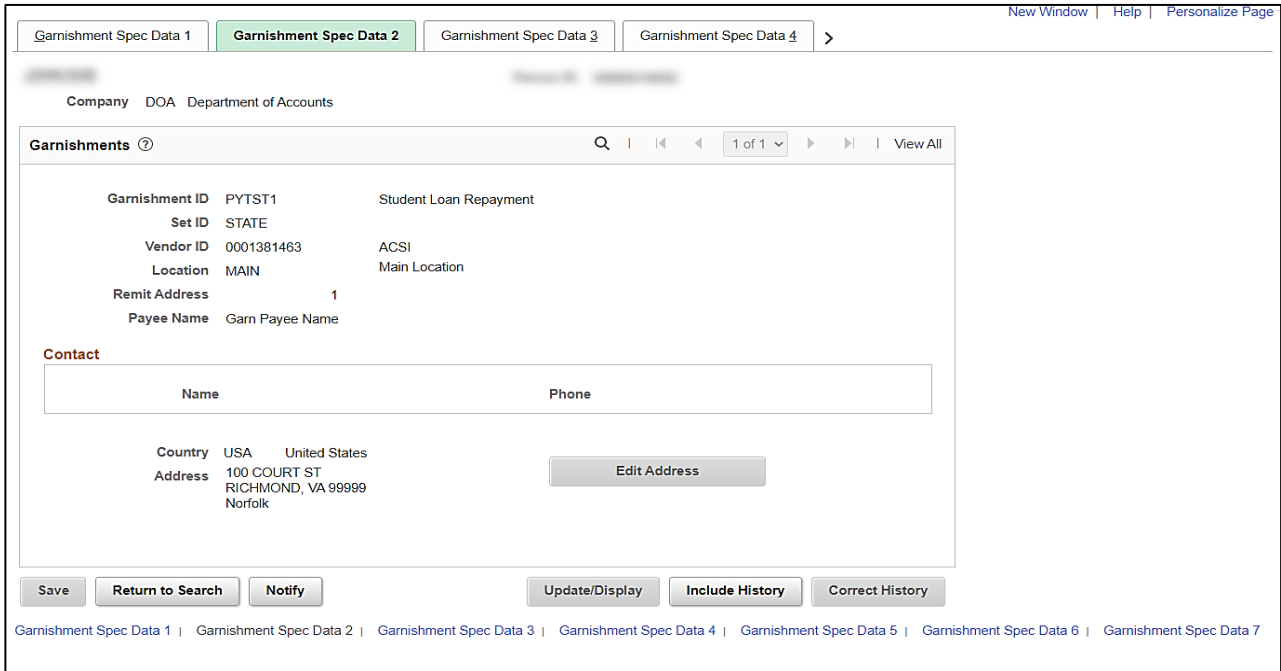
Field Name	Description
Garnishment ID	Each set of garnishment specifications must have a unique garnishment ID, reflecting the sequential order of each individual garnishment received for an employee (e.g., Garnishment ID 000001 is the first garnishment for an employee, 000002 is the second garnishment for that same employee, etc.).
Status	<p>There are eight garnishment status options:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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 • Garnishment Rejected – Agency cannot comply with the garnishment or levy (e.g., employee is terminated) <ul style="list-style-type: none"> ○ This status is not used since the garnishment is rejected at the Agency level

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	<ul style="list-style-type: none"> • Garnishment Request Released – Garnishment is released by issuing agency (e.g., IRS) • Garnishment Request Terminated – Garnishment order is terminated by the issuing agency (e.g., IRS)
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> <ul style="list-style-type: none"> • Chapter 13 Bankruptcy – Payments arranged by the courts to have payment withheld • Child Support – Court ordered payments to support minor children. • Dependent Support – Notice of lien on request of support for dependent minor children • Social Security (AWG) – Orders to withhold a percentage of disposable pay each payday from an employee who owes debt to Social Security • Spousal Support – Orders from family court for support through divorce • Student Loan Repayment – Delinquent student loans payment. • Tax Levy – Failure to pay taxes • 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 • Writ of Garnishment – Court ordered seizure or attachment of property
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> <ul style="list-style-type: none"> • Current Order • Arrears Order
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).



Company DOA Department of Accounts

Garnishments ?

Garnishment ID PYTST1 Student Loan Repayment
 Set ID STATE
 Vendor ID 0001381463 ACSI
 Location MAIN Main Location
 Remit Address 1
 Payee Name Garn Payee Name

Contact

Name Phone

Country USA United States
 Address 100 COURT ST
 RICHMOND, VA 99999
 Norfolk

Edit Address

Save Return to Search Notify Update/Display Include History Correct History

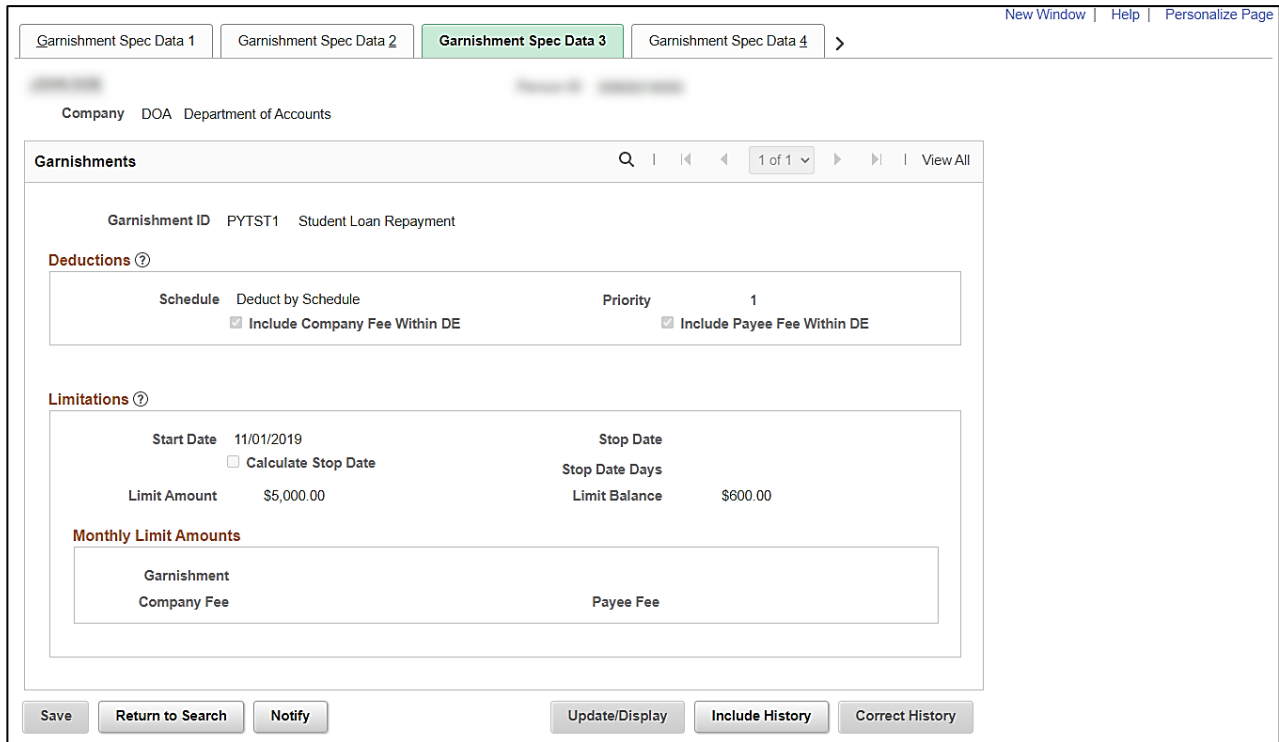
Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

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
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.

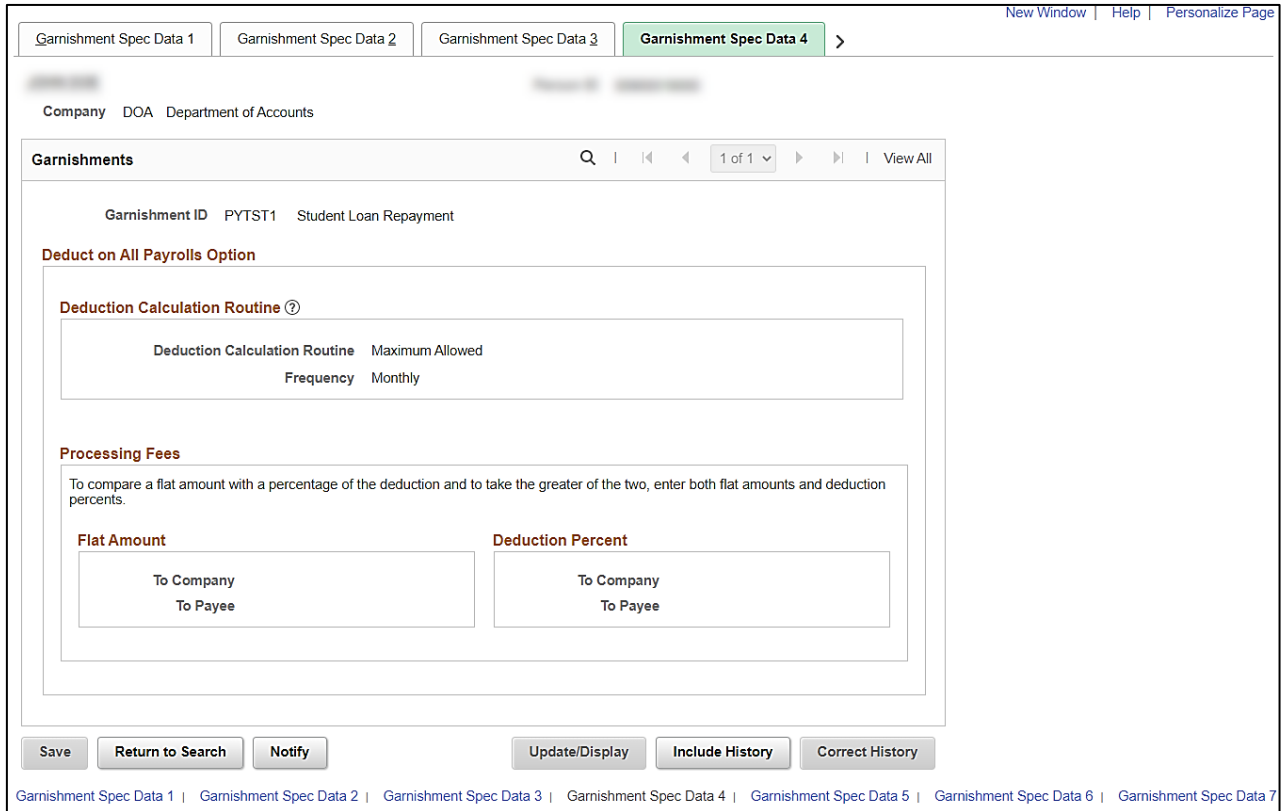
Field	Description
Schedule	<p>Determines how the garnishment is deducted from the payee:</p> <ul style="list-style-type: none"> • Deduct on All Payrolls – This option is selected if the deduction is taken on all payrolls. If this option is selected, review the Garnishment Spec Data 4 page • Deduct by 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> <p>1 = Child Support or Fed Tax Levy (whichever is received first) 2 = US Department of Education (Federal Student Loans) 3 = State Tax Levy</p>

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	4 = Local Tax Levy 5 = Creditor Garnishment (includes non-federal student loans)
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

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.

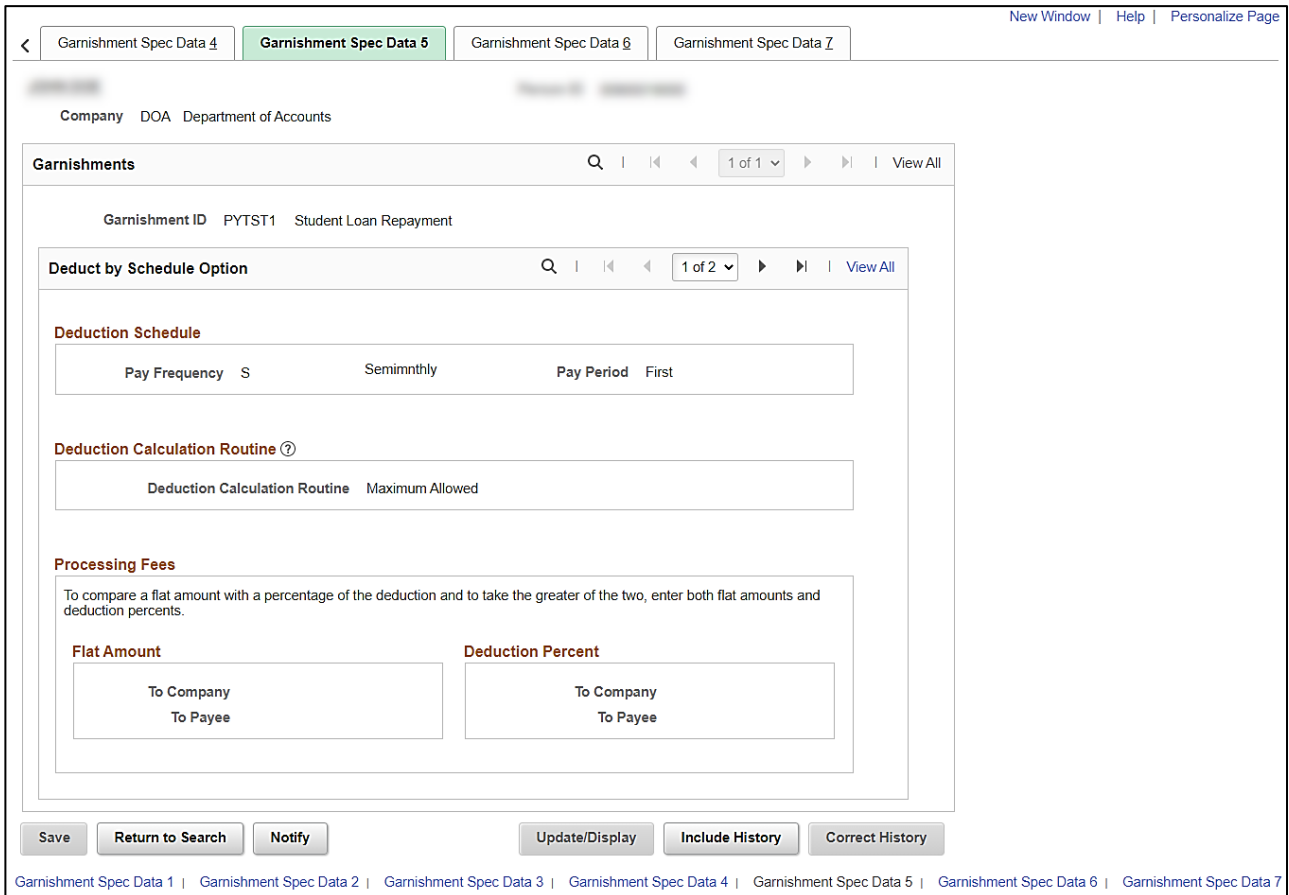
Field	Description
Deduction Calculation Routine	<p>The following are the possible deduction calculation routines:</p> <ul style="list-style-type: none"> • % DE + Amount – percent of disposable earnings (+) flat amount. When this option is selected, the Disposable Earnings Percent and Flat Amount fields 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

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	<ul style="list-style-type: none"> • Maximum allowed – disposable earnings (-) exemptions
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.



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

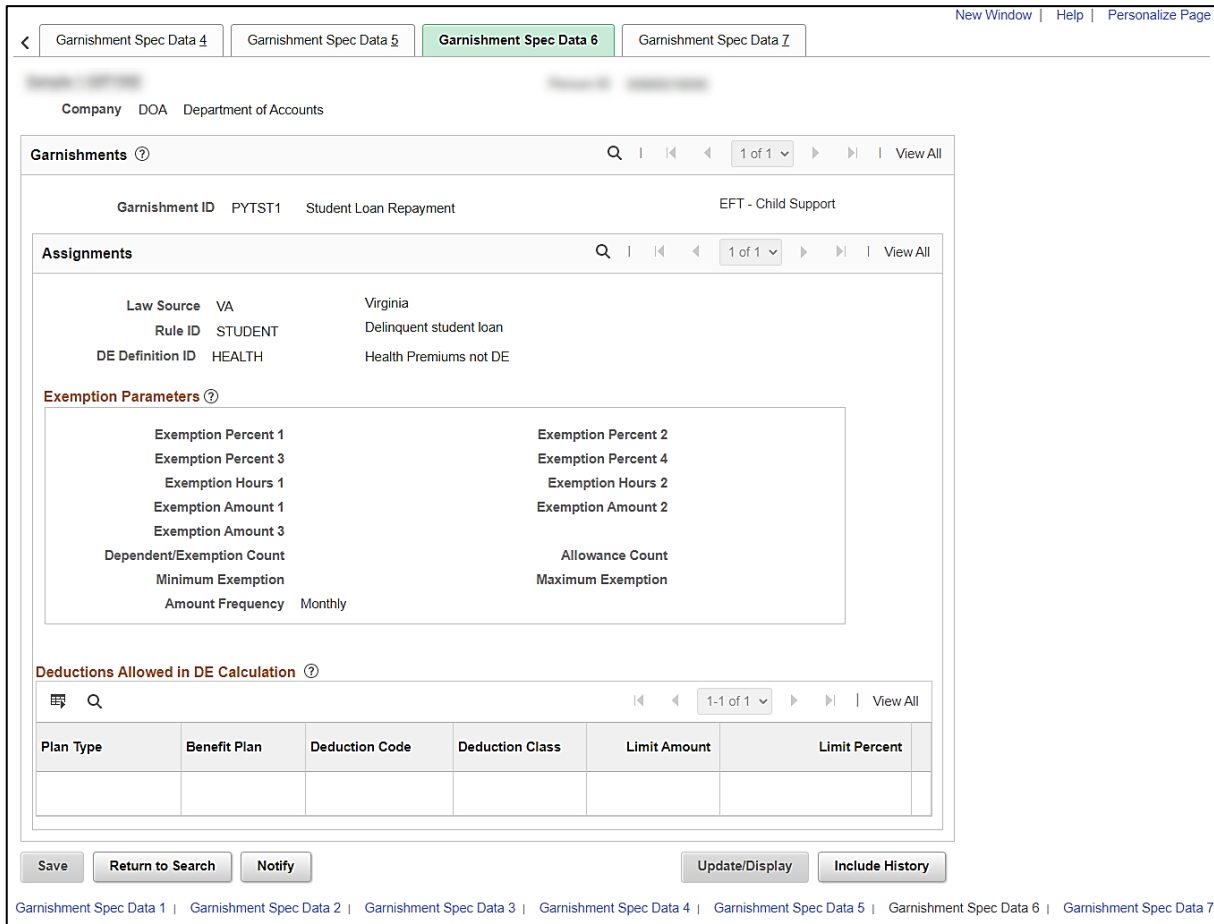
	Description
Pay Frequency	Frequency the employee is being paid. Available options are: <ul style="list-style-type: none"> • A – Annual • B – Biweekly • M – Monthly • Pay18 – for employees receiving 18 pays in an annual period • Pay20 – for employees receiving 20 pays in an annual period • Pay22 – for 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.

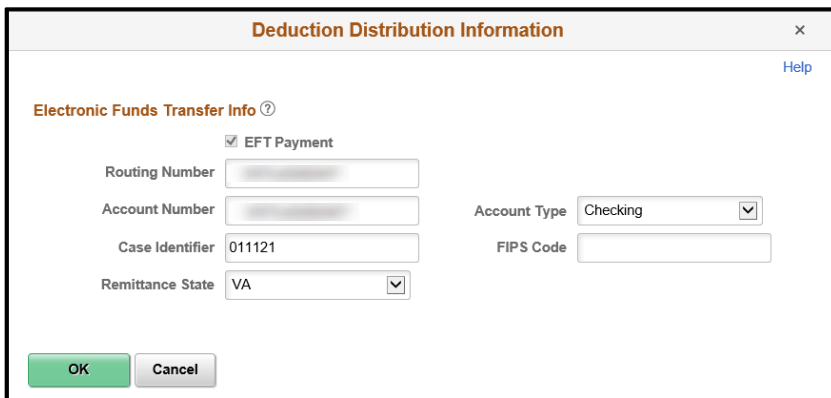
Field	Description
Law Source	The jurisdictional entity (garnish law source) that provided the garnishment order. The options include one federal source, one for each state and Washington, DC, and one for each U.S. territory
Rule ID	The unique Rule ID for the applied garnishment rule based on Law Source
Exemption Parameters	Parameters set that override the exemption rules
Deductions Allowed in DE Calculation	This section shows the deductions that are allowed in the disposable earnings calculation for the garnishment 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.

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	<p>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>
--	--

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.



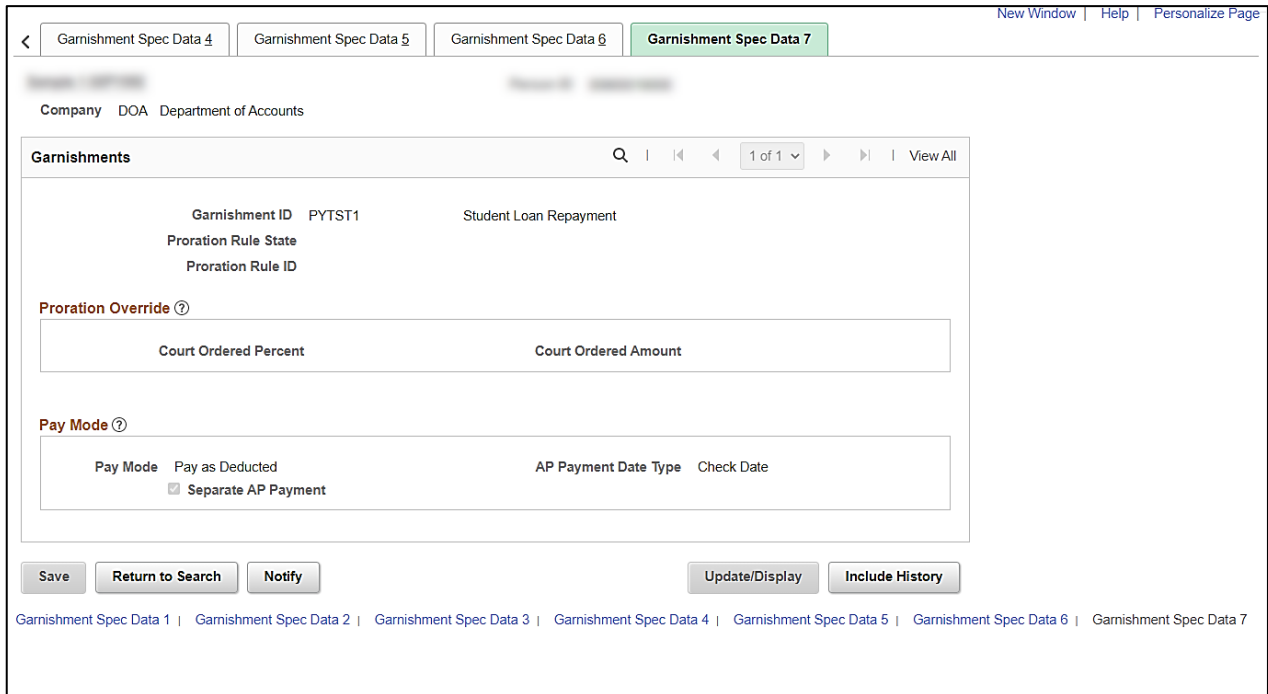
Note: The **Deduction Distribution Information** page provides payment information.

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

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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 shows the 'Garnishment Spec Data 7' tab selected. The main content area displays a search bar and a list of garnishments. One garnishment is visible with the following details:

- Garnishment ID: PYTST1
- Description: Student Loan Repayment
- Proration Rule State: (blank)
- Proration Rule ID: (blank)

Below the list, there are two sections for overrides and payment modes:

- Proration Override:** Includes fields for 'Court Ordered Percent' and 'Court Ordered Amount'.
- Pay Mode:** Includes a 'Pay Mode' dropdown set to 'Pay as Deducted', a checked 'Separate AP Payment' checkbox, and fields for 'AP Payment Date Type' and 'Check Date'.

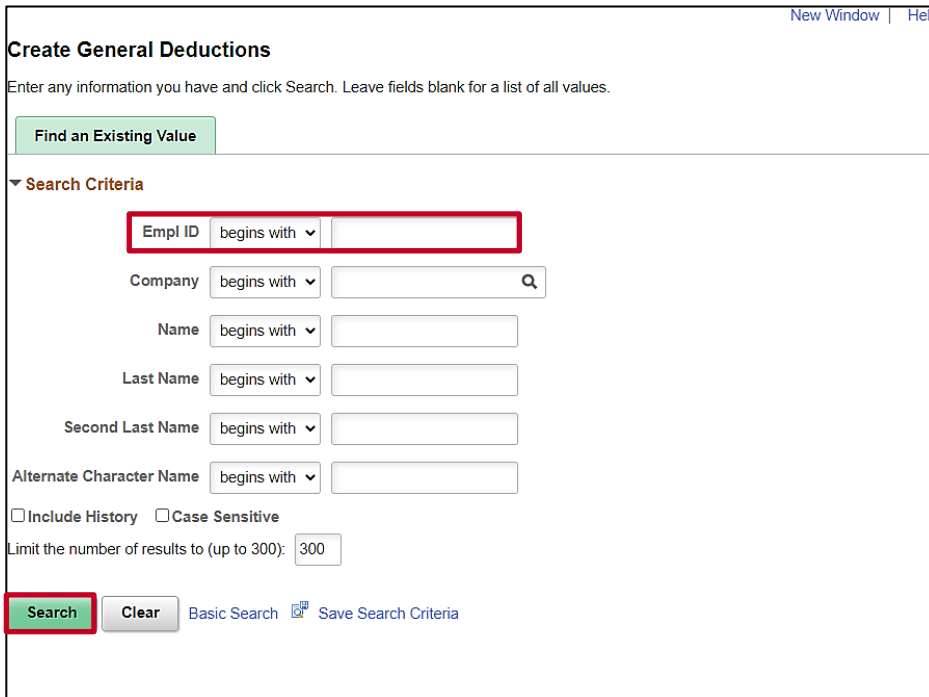
At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', and 'Include History'. A breadcrumb trail at the very bottom shows tabs for Garnishment Spec Data 1 through 7.

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 using the following path:

Navigator > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions



Create General Deductions New Window | Help

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with

Company begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Include History Case Sensitive

Limit the number of results to (up to 300):

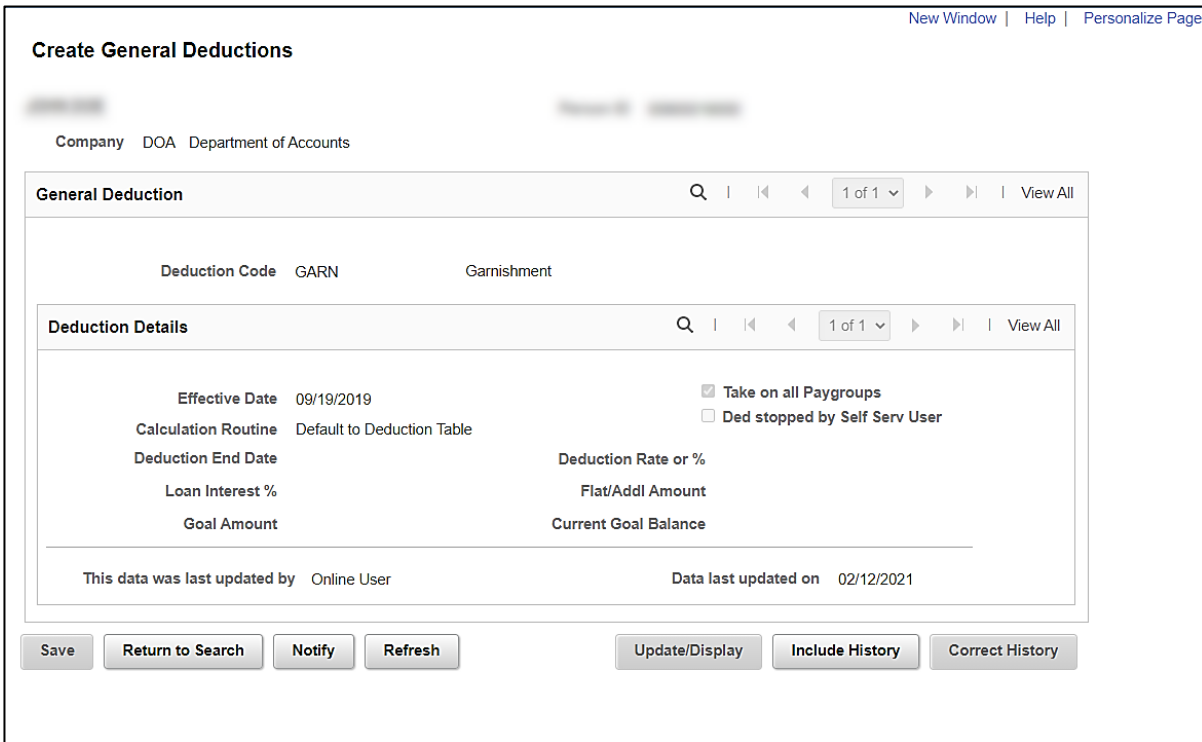
[Basic Search](#)

1. Search employee by entering the Employee ID in the **Empl ID** field.
2. Click the **Search** button.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

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



3. Review and verify the following fields:

Field	Description
Deduction code	<p>The following values may display:</p> <ul style="list-style-type: none"> • GARN - This deduction is required for anyone that has a garnishment 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. • GRNFE2 – This deduction will appear if a fee is required by the company for the garnishment, other than Child Support • GRNFEE - This deduction will appear if a fee is required by the company for the Child Support garnishment <p>If the Deduction Code is not populated, work with SPO to update.</p>
Effective Date	<p>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</p>

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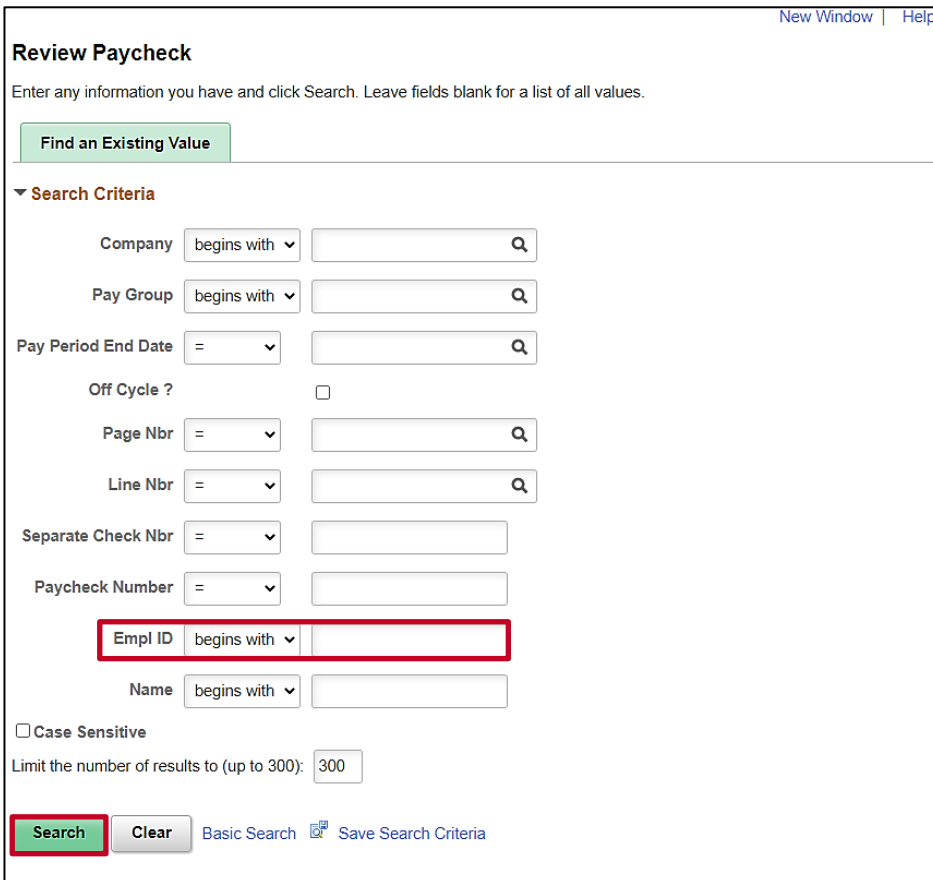
Take on all Paygroups	If checked, the deduction will process for all jobs the employee has when payroll is processed. If unchecked, the deduction will only process on the primary job
Deduction End Date	If a deduction was entered and set up with an End Date , the deduction will stop on the specified end 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.

1. To review an employee's paycheck for garnishment, navigate to the **Review Paycheck** page using the following path:

Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck



Review Paycheck [New Window](#) | [Help](#)

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Company begins with

Pay Group begins with

Pay Period End Date =

Off Cycle ?

Page Nbr =

Line Nbr =

Separate Check Nbr =

Paycheck Number =

Empl ID begins with

Name begins with

Case Sensitive

Limit the number of results to (up to 300):

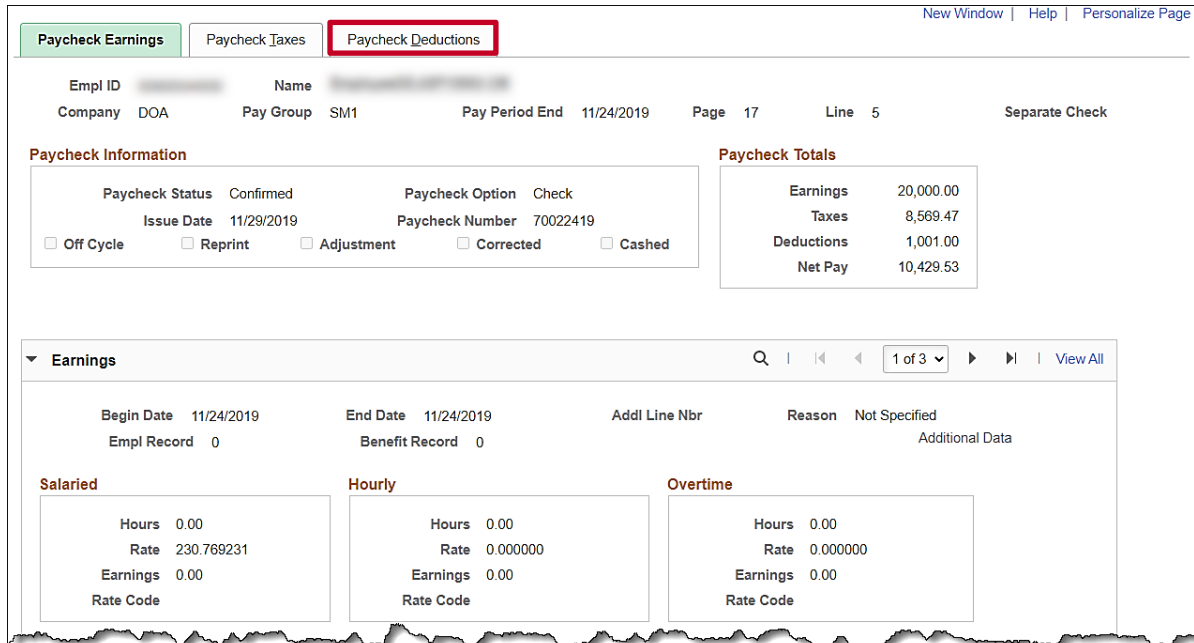
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

3. Enter the applicable employee's Employee ID in the **Empl ID** field.
4. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

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



Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID [redacted] Name [redacted]
 Company DOA Pay Group SM1 Pay Period End 11/24/2019 Page 17 Line 5 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Check
 Issue Date 11/29/2019 Paycheck Number 70022419
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	20,000.00
Taxes	8,569.47
Deductions	1,001.00
Net Pay	10,429.53

Earnings

Begin Date 11/24/2019 End Date 11/24/2019 Addl Line Nbr Reason Not Specified
 Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours	0.00
Rate	230.769231
Earnings	0.00
Rate Code	

Hourly

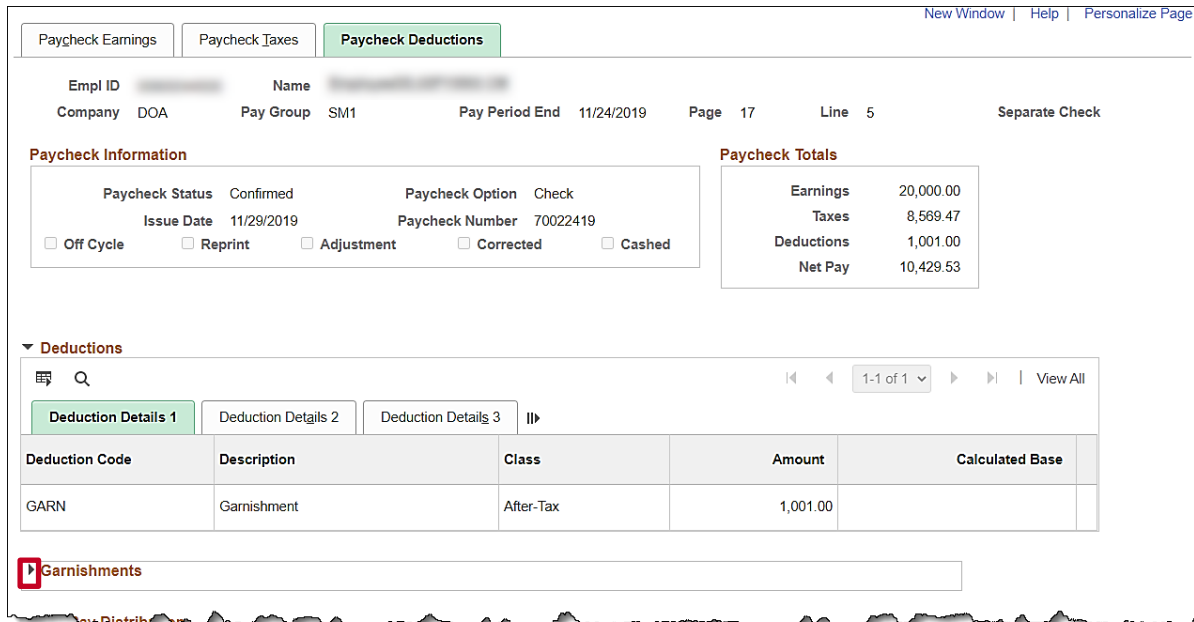
Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

2. Click the **Paycheck Deductions** tab.

The **Paycheck Deductions** tab displays.



Paycheck Earnings | Paycheck Taxes | **Paycheck Deductions**

Empl ID [redacted] Name [redacted]
 Company DOA Pay Group SM1 Pay Period End 11/24/2019 Page 17 Line 5 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Check
 Issue Date 11/29/2019 Paycheck Number 70022419
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	20,000.00
Taxes	8,569.47
Deductions	1,001.00
Net Pay	10,429.53

Deductions

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

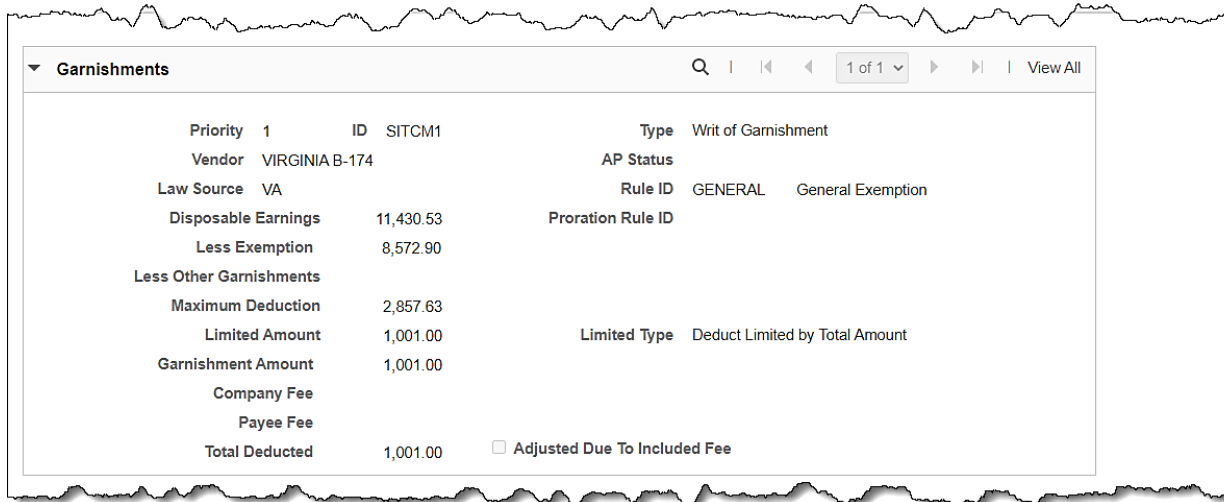
Deduction Code	Description	Class	Amount	Calculated Base
GARN	Garnishment	After-Tax	1,001.00	

Garnishments

3. Click the **Expand Garnishments** button (>) to view additional details about the employee's garnishments.

PY381 Reviewing Garnishment Setup in Cardinal

The expanded **Garnishments** section displays.



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	Displays messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction: Deduct Not Limited: Indicates that no further limitations were placed on the garnishment 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 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 Deduction Limited by Proration: Indicates that the deduction was limited by the proration rule displayed in the Prorate Rule ID field
Limited Amount	Maximum total amount for the garnishment deduction

PY381 Reviewing Garnishment Setup in Cardinal

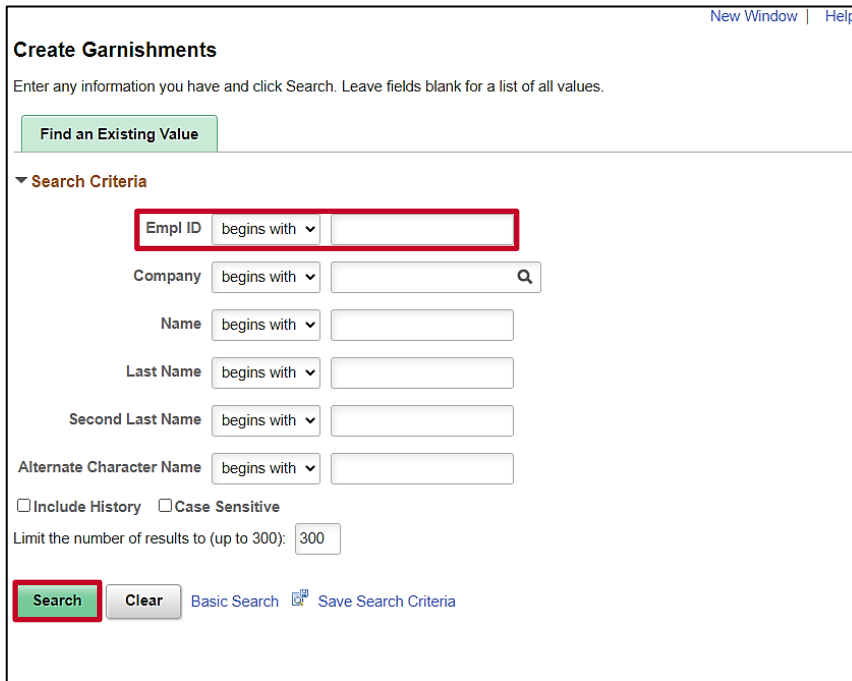
Garnishment Amount	Monthly limit amount if applicable for the garnishment
Company Fee	Not used in Cardinal
Payee Fee	Monthly limit amount for the payee, if applicable
Total Deducted	Amount deducted from the payee's paycheck
Type	Garnishment Type listed on the Garnishment Spec Data 1 page
Rule ID	Based 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 you can take a garnishment of \$177.00, and you 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 you 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

The **Create Garnishments** search page displays.



Create Garnishments [New Window](#) | [Help](#)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with ▼

Company begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Include History Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

1. Enter the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

2. Click the **Search** button.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** search page refreshes.

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with ▼

Company begins with ▼ Q

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Include History Case Sensitive

Limit the number of results to (up to 300):

Search
Clear
Basic Search
Save Search Criteria

Search Results

[View All](#)

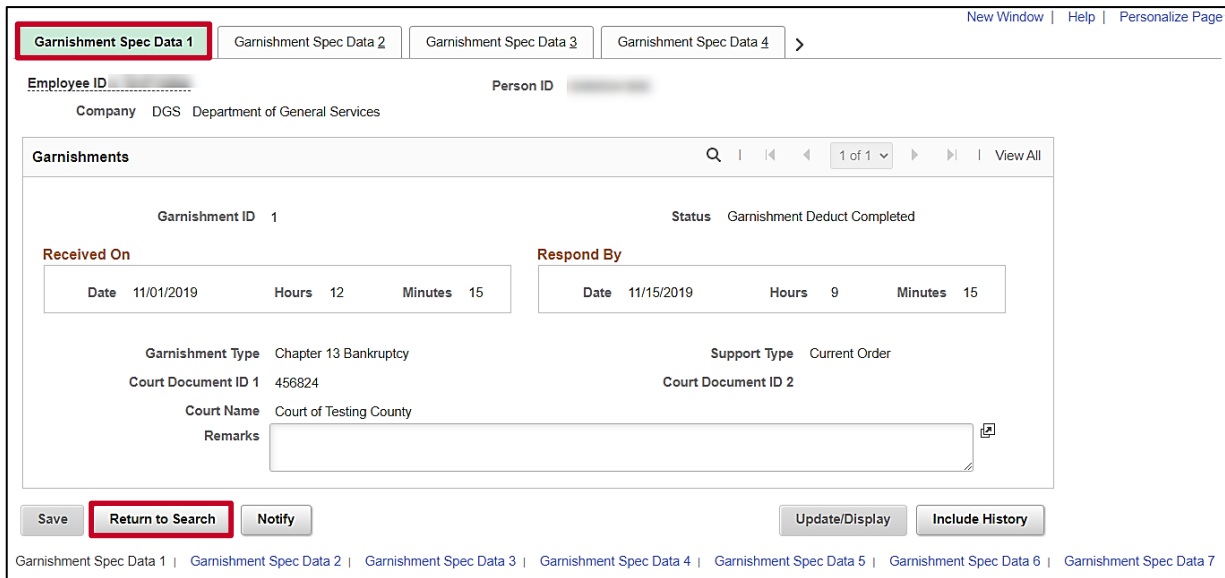
Empl ID	Name	First Name	Last Name
[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]

3. Select the appropriate **Empl ID** link within the **Search Results** section if there are multiple garnishments for the Employee ID.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** page displays for the applicable employee.

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



Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 >

Employee ID: [REDACTED] Person ID: [REDACTED]
Company: DGS Department of General Services

Garnishments 1 of 1 | View All

Garnishment ID: 1 Status: Garnishment Deduct Completed

Received On

Date	Hours	Minutes
11/01/2019	12	15

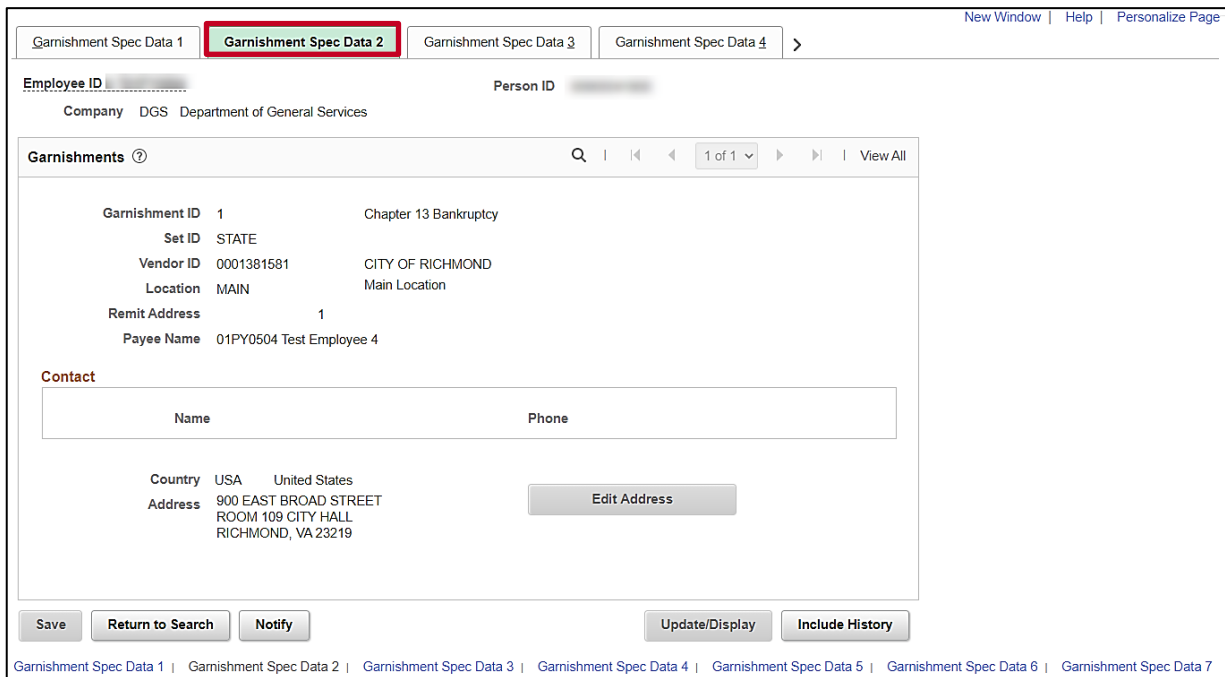
Respond By

Date	Hours	Minutes
11/15/2019	9	15

Garnishment Type: Chapter 13 Bankruptcy Support Type: Current Order
Court Document ID 1: 456824 Court Document ID 2: [REDACTED]
Court Name: Court of Testing County
Remarks: [REDACTED]

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



Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 >

Employee ID: [REDACTED] Person ID: [REDACTED]
Company: DGS Department of General Services

Garnishments 1 of 1 | View All

Garnishment ID: 1 Chapter 13 Bankruptcy
Set ID: STATE
Vendor ID: 0001381581 CITY OF RICHMOND
Location: MAIN Main Location
Remit Address: 1
Payee Name: 01PY0504 Test Employee 4

Contact

Name	Phone
[REDACTED]	[REDACTED]

Country: USA United States
Address: 900 EAST BROAD STREET
ROOM 109 CITY HALL
RICHMOND, VA 23219 | Edit Address

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

PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 1 | Garnishment Spec Data 2 | **Garnishment Spec Data 3** | Garnishment Spec Data 4 >

Employee ID [redacted] Person ID [redacted]
 Company DGS Department of General Services

Garnishments [Search] | 1 of 1 | View All

Garnishment ID 1 Chapter 13 Bankruptcy

Deductions ⓘ

Schedule Deduct on All Payrolls Priority 1
 Include Company Fee Within DE Include Payee Fee Within DE

Limitations ⓘ

Start Date 11/01/2019 Stop Date
 Calculate Stop Date Stop Date Days
 Limit Amount \$750.00 Limit Balance \$750.00

Monthly Limit Amounts

Garnishment	Payee Fee
Company Fee	

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

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | **Garnishment Spec Data 4** >

Employee ID 4 [redacted] Person ID [redacted]
 Company DGS Department of General Services

Garnishments [Search] | 1 of 1 | View All

Garnishment ID 1 Chapter 13 Bankruptcy

Deduct on All Payrolls Option

Deduction Calculation Routine ⓘ

Deduction Calculation Routine Maximum Allowed
 Frequency Monthly

Processing Fees

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.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 4 **Garnishment Spec Data 5** Garnishment Spec Data 6 Garnishment Spec Data 7

Employee ID 4 Person ID

Company DGS Department of General Services

Garnishments 1 of 1 View All

Garnishment ID 1 Chapter 13 Bankruptcy

Deduct by Schedule Option 1 of 1 View All

Deduction Schedule

Pay Frequency	W	Weekly	Pay Period	First
---------------	---	--------	------------	-------

Deduction Calculation Routine

Deduction Calculation Routine	% DE + Amount
Disposable Earnings Percent	Flat Amount

Processing Fees

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.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

Garnishment Spec Data 4 Garnishment Spec Data 5 **Garnishment Spec Data 6** Garnishment Spec Data 7

Employee ID 4 Person ID

Company DGS Department of General Services

Garnishments 1 of 1 View All

Garnishment ID 1 Chapter 13 Bankruptcy EFT - Child Support

Assignments 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

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

PY381 Reviewing Garnishment Setup in Cardinal

<
Garnishment Spec Data 4
Garnishment Spec Data 5
Garnishment Spec Data 6
Garnishment Spec Data 7

[New Window](#) | [Help](#) | [Personalize Page](#)

Employee ID:
Person ID:

Company DGS Department of General Services

Garnishments

|
 << < > >> |
 1 of 1 |
 View All

Garnishment ID	1	Chapter 13 Bankruptcy
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
	<input checked="" type="checkbox"/> Separate AP Payment		

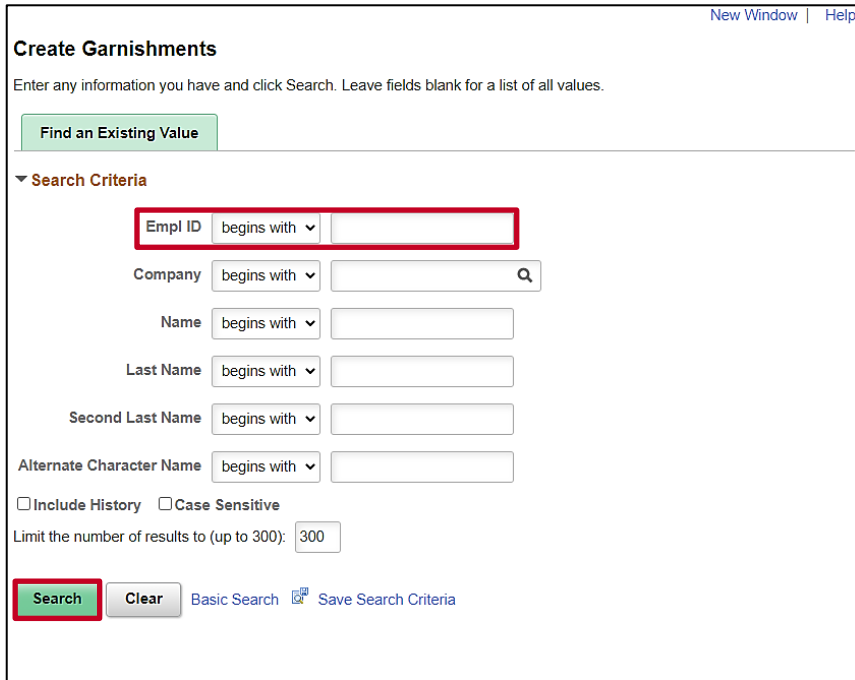
Save
Return to Search
Notify

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 Tax Levy

The **Create Garnishments** search page displays.



Create Garnishments [New Window](#) | [Help](#)

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Company begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Include History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. Enter the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

2. Click the **Search** button.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** search page refreshes.

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with ▼

Company begins with ▼ Q

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Include History Case Sensitive

Limit the number of results to (up to 300):

Search
Clear
Basic Search
Save Search Criteria

Search Results

[View All](#)

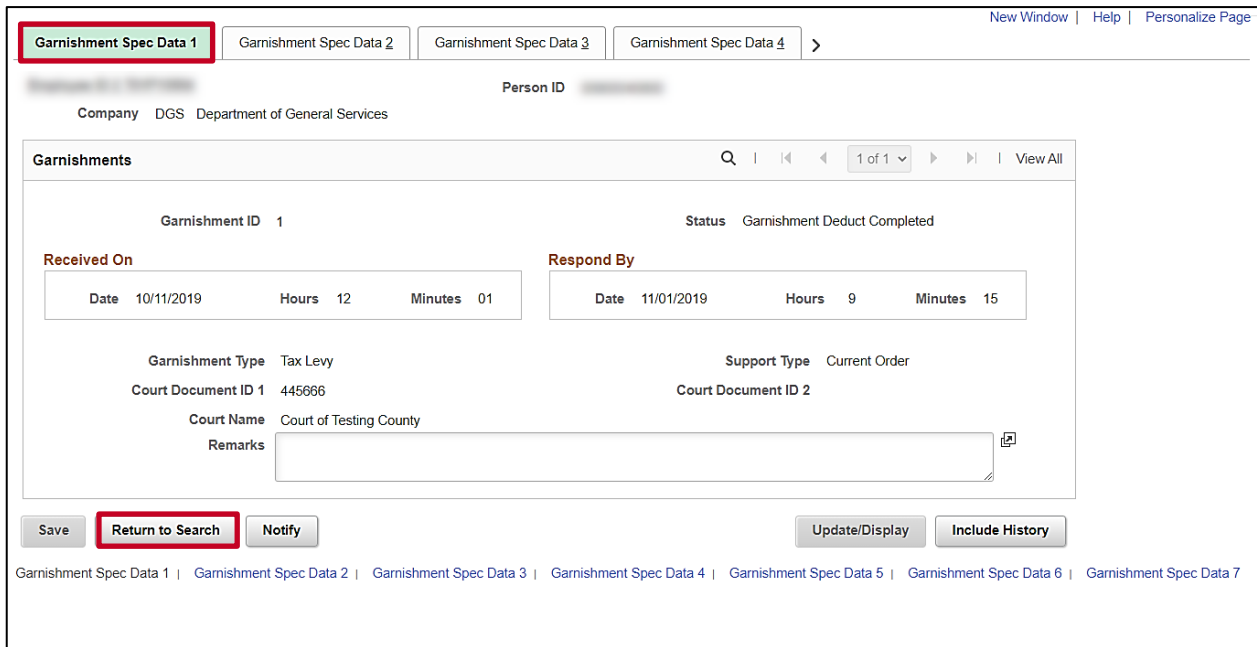
Empl ID	Name	First Name	Last Name
[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]

3. Select the appropriate **Empl ID** link within the **Search Results** section if there are multiple garnishments for the Employee ID.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** page displays.

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



Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 >

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments | 1 of 1 | View All

Garnishment ID 1 | Status Garnishment Deduct Completed

Received On

Date	10/11/2019	Hours	12	Minutes	01
------	------------	-------	----	---------	----

Respond By

Date	11/01/2019	Hours	9	Minutes	15
------	------------	-------	---	---------	----

Garnishment Type Tax Levy | Support Type Current Order

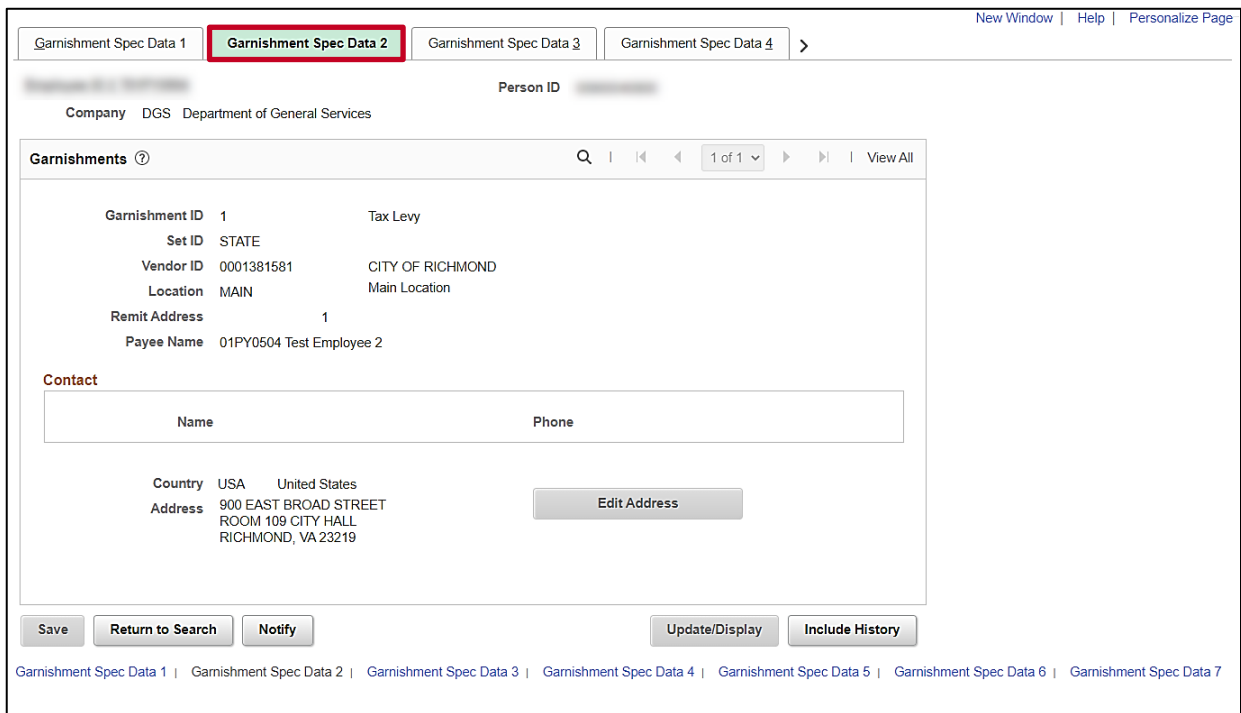
Court Document ID 1 445666 | Court Document ID 2

Court Name Court of Testing County

Remarks [REDACTED]

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



Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 >

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments | 1 of 1 | View All

Garnishment ID 1 | Tax Levy

Set ID STATE

Vendor ID 0001381581 | CITY OF RICHMOND

Location MAIN | Main Location

Remit Address 1

Payee Name 01PY0504 Test Employee 2

Contact

Name	Phone
------	-------

Country USA United States

Address 900 EAST BROAD STREET
ROOM 109 CITY HALL
RICHMOND, VA 23219

Edit Address

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

PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 1 | Garnishment Spec Data 2 | **Garnishment Spec Data 3** | Garnishment Spec Data 4 >

New Window | Help | Personalize Page

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments 1 of 1 | View All

Garnishment ID 1 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

Calculate Stop Date Stop Date Days

Limit Amount \$600.00 Limit Balance \$600.00

Monthly Limit Amounts

Garnishment	Company Fee	Payee Fee

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | **Garnishment Spec Data 4** >

New Window | Help | Personalize Page

Person ID [REDACTED]

Company DGS Department of General Services

Garnishments 1 of 1 | View All

Garnishment ID 1 Tax Levy

Deduct on All Payrolls Option

Deduction Calculation Routine ⓘ

Deduction Calculation Routine Maximum Allowed

Frequency Monthly

Processing Fees

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.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

PY381 Reviewing Garnishment Setup in Cardinal

[Garnishment Spec Data 4](#)
[Garnishment Spec Data 5](#)
[Garnishment Spec Data 6](#)
[Garnishment Spec Data 7](#)
New Window | Help | Personalize Page

Person ID XXXXXXXXXX
 Company DGS Department of General Services

Garnishments 1 of 1 | View All

Garnishment ID 1 Tax Levy

Deduct by Schedule Option 1 of 1 | View All

Deduction Schedule

Pay Frequency	W	Weekly	Pay Period	First
---------------	---	--------	------------	-------

Deduction Calculation Routine ?

Deduction Calculation Routine	% DE + Amount
Disposable Earnings Percent	Flat Amount

Processing Fees

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.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

[Garnishment Spec Data 4](#)
[Garnishment Spec Data 5](#)
[Garnishment Spec Data 6](#)
[Garnishment Spec Data 7](#)
New Window | Help | Personalize Page

Person ID XXXXXXXXXX
 Company DGS Department of General Services

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

PY381 Reviewing Garnishment Setup in Cardinal

<
Garnishment Spec Data 4
Garnishment Spec Data 5
Garnishment Spec Data 6
Garnishment Spec Data 7

[New Window](#) | [Help](#) | [Personalize Page](#)

Person ID: [REDACTED]

Company: DGS Department of General Services

Garnishments Q | | | 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
	<input checked="" type="checkbox"/> Separate AP Payment		

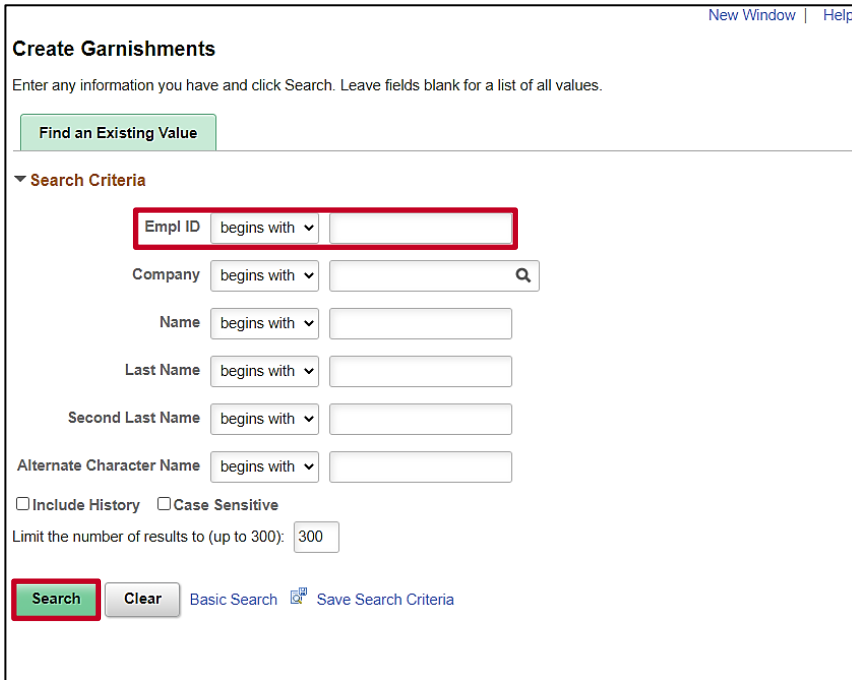
Save
Return to Search
Notify

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

The **Create Garnishments** search page displays.



Create Garnishments [New Window](#) | [Help](#)

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with ▼

Company begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Include History Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

1. Enter the Employee ID in the **Empl ID** field.

Note: You can also search by Employee Name or Last Name using the corresponding field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

2. Click the **Search** button.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** search page refreshes.

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Company begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Include History Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#)

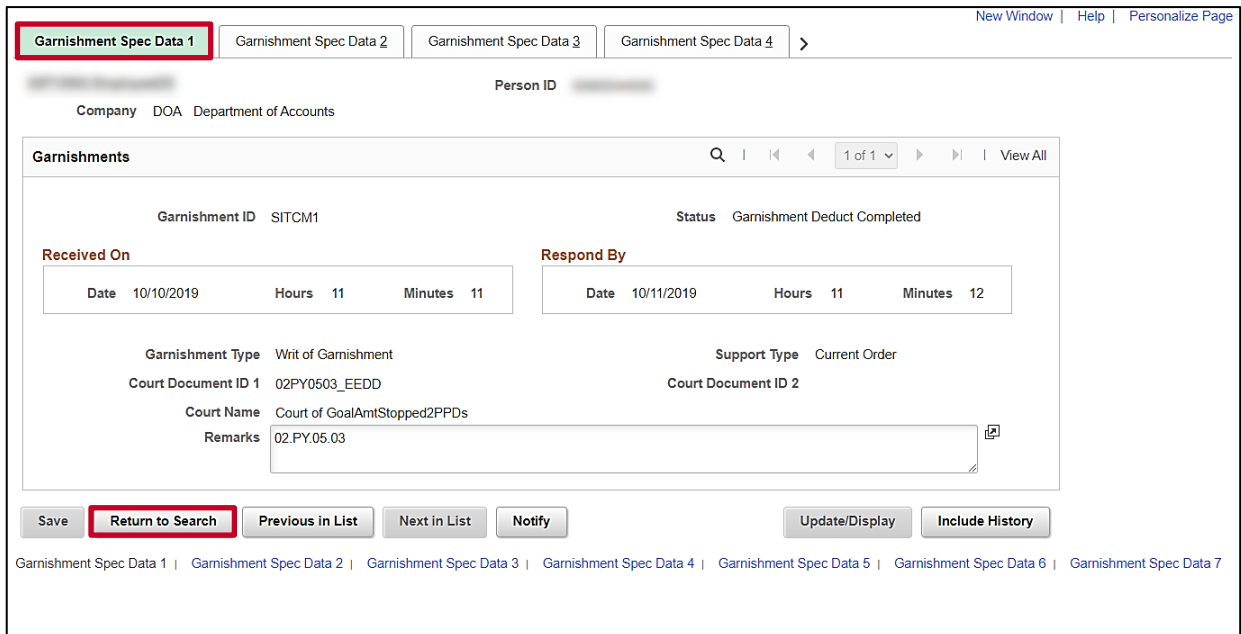
Empl ID	Name	First Name	Last Name
[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]

- If there are multiple garnishments for the Employee ID, select the appropriate **Empl ID** link within the **Search Results** section.

PY381 Reviewing Garnishment Setup in Cardinal

The **Create Garnishments** page displays.

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



Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4 >

Company DOA Department of Accounts Person ID

Garnishments 1 of 1 View All

Garnishment ID SITCM1 Status Garnishment Deduct Completed

Received On Date 10/10/2019 Hours 11 Minutes 11

Respond By Date 10/11/2019 Hours 11 Minutes 12

Garnishment Type Writ of Garnishment Support Type Current Order

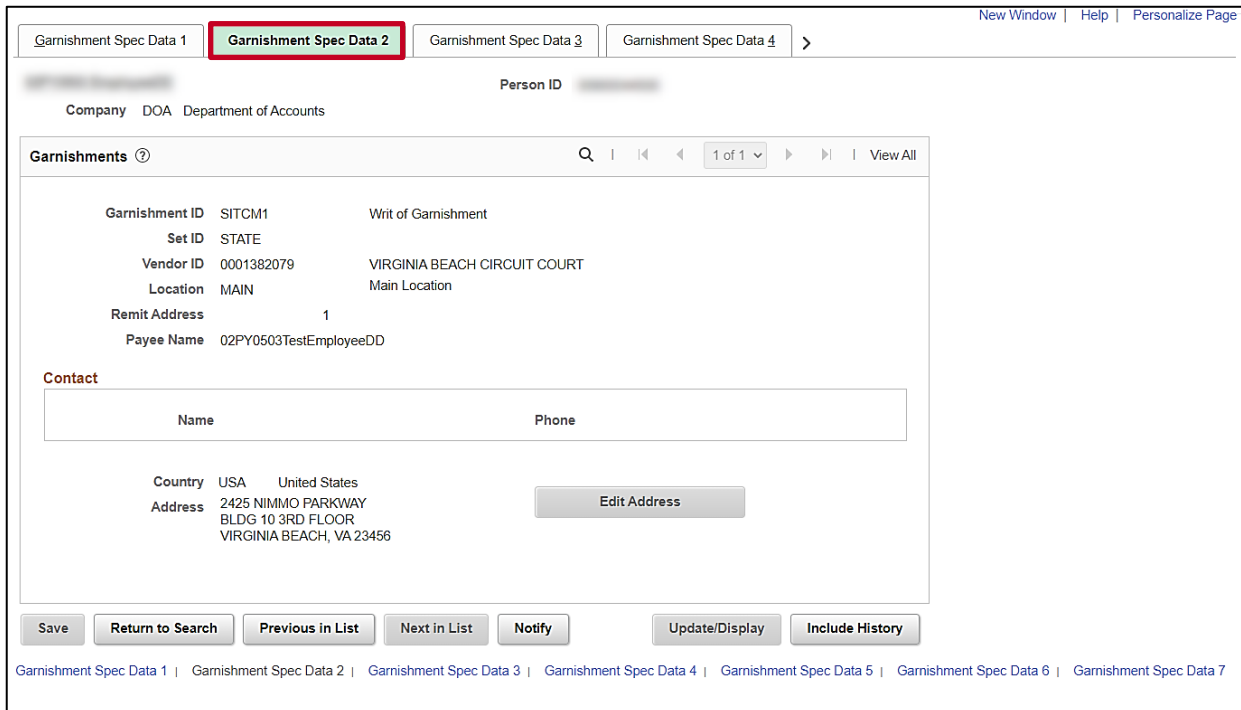
Court Document ID 1 02PY0503_EEDD Court Document ID 2

Court Name Court of GoalAmtStopped2PPDs

Remarks 02.PY.05.03

Save **Return to Search** Previous in List Next in List 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



Garnishment Spec Data 1 | **Garnishment Spec Data 2** | Garnishment Spec Data 3 | Garnishment Spec Data 4 >

Company DOA Department of Accounts Person ID

Garnishments 1 of 1 View All

Garnishment ID SITCM1 Writ of Garnishment

Set ID STATE

Vendor ID 0001382079 VIRGINIA BEACH CIRCUIT COURT

Location MAIN Main Location

Remit Address 1

Payee Name 02PY0503TestEmployeeDD

Contact

Name Phone

Country USA United States

Address 2425 NIMMO PARKWAY
BLDG 10 3RD FLOOR
VIRGINIA BEACH, VA 23456 Edit Address

Save **Return to Search** Previous in List Next in List 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

PY381 Reviewing Garnishment Setup in Cardinal

Garnishment Spec Data 1 | Garnishment Spec Data 2 | **Garnishment Spec Data 3** | Garnishment Spec Data 4 >

Person ID [redacted]

Company DOA Department of Accounts

Garnishments 1 of 1 | View All

Garnishment ID SITCM1 Writ of Garnishment

Deductions

Schedule Deduct by Schedule Priority 1

Include Company Fee Within DE Include Payee Fee Within DE

Limitations

Start Date 10/01/2019 Stop Date

Calculate Stop Date Stop Date Days

Limit Amount \$1,001.00 Limit Balance \$1,001.00

Monthly Limit Amounts

Garnishment	Payee Fee
Company Fee	

Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | **Garnishment Spec Data 4** >

Person ID [redacted]

Company DOA Department of Accounts

Garnishments 1 of 1 | View All

Garnishment ID SITCM1 Writ of Garnishment

Deduct on All Payrolls Option

Deduction Calculation Routine

Deduction Calculation Routine Maximum Allowed

Frequency Monthly

Processing Fees

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.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

PY381 Reviewing Garnishment Setup in Cardinal

[Garnishment Spec Data 4](#) | **[Garnishment Spec Data 5](#)** | [Garnishment Spec Data 6](#) | [Garnishment Spec Data 7](#)
New Window | Help | Personalize Page

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments 1 of 1 | View All

Garnishment ID SITCM1 Writ of Garnishment

Deduct by Schedule Option 1 of 2 | View All

Deduction Schedule

Pay Frequency	S	Semimnthly	Pay Period	First
---------------	---	------------	------------	-------

Deduction Calculation Routine ?

Deduction Calculation Routine	Maximum Allowed
-------------------------------	-----------------

Processing Fees

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.

Flat Amount	Deduction Percent
To Company	To Company
To Payee	To Payee

[Garnishment Spec Data 4](#) | [Garnishment Spec Data 5](#) | **[Garnishment Spec Data 6](#)** | [Garnishment Spec Data 7](#)
New Window | Help | Personalize Page

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments 1 of 1 | View All

Garnishment ID SITCM1 Writ of Garnishment EFT - Child Support

Assignments 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 ?

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

PY381 Reviewing Garnishment Setup in Cardinal

<
Garnishment Spec Data 4
Garnishment Spec Data 5
Garnishment Spec Data 6
Garnishment Spec Data 7

[New Window](#) | [Help](#) | [Personalize Page](#)

Person ID [REDACTED]

Company DOA Department of Accounts

Garnishments Q | | | 1 of 1 | View All

Garnishment ID	SITCM1	Writ of Garnishment
Proration Rule State		
Proration Rule ID		

Proration Override ?

Court Ordered Percent	Court Ordered Amount
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Pay Mode ?

Pay Mode	Pay as Deducted	AP Payment Date Type	Check Date
	<input checked="" type="checkbox"/> Separate AP Payment		

Save
Return to Search
Previous in List
Next in List
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](#)