

# 9.2 Recording One-Time Paysheet Garnishments

**Purpose:** Use this document as a reference for how to record a one-time paysheet garnishment transaction in ctLink.

**Audience:** Payroll Administrators.

 You must have at least one of these local college managed security roles:

- <there are no college-assignable roles>

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline

1. The **By Payline** search page displays.
2. Select the **Company** lookup icon and select the appropriate option.
3. Enter the **Pay Period End Date**.
4. Enter the **Empl ID**.
5. Select the **Search** button.

**By Payline**

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 =

Empl ID begins with

Job Pay Data Change =

Partial Pay Period

Name begins with

Case Sensitive

[Basic Search](#)

 **Note: One-Time Code** options include:

- **Override Garnishment Amounts,**
- **Refund Garnishment Amount,**
- **and Suspend Garnishment Amount.**

**Note:** There are many options to select from for the **Deduction Calculation Routine**, the system defaults to Maximum Allowed, select the Deduction Calculation Routine for the type of override you are doing.

6. The **By Payline** page displays.
7. Select the **One-Time Garnishment** tab.
8. Select the **Garnishment ID** lookup icon.
9. Select Override Garnishment Amount in the **One Time Code** drop down.
10. Enter the dollar amount in the **Flat Amount** field in the **One-Time Garnishment Override** section.
11. Select the **Save** button.

Payline | One-Time Deductions | **One-Time Garnishments** | One-Time Taxes

Company 220 | Pay Group E22 | Pay Period End Date 02/28/2018 | Page 41  
 Empl ID 101005719 | Watson, Noel | Line 3  
 Empl Record 0 | Benefit Record 220  
 Transaction Message No Message

Payline Details  OK to Pay

One-Time Garnishment Override

\*Garnishment ID  \*One-Time Code   
 Priority  \*Deduction Calculation Routine   
 DE 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	<input type="text"/>	To Company	<input type="text"/>
To Payee	<input type="text"/>	To Payee	<input type="text"/>

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

12. The process to record a one-time paysheet garnishments is now complete.
13. End of procedure.