

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 ctcLink.

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.

- The **By Payline** page displays.
- Select the **One-Time Garnishment** tab.
- Select the **Garnishment ID** lookup icon.
- Select Override Garnishment Amount in the **One Time Code** drop down.
- Enter the dollar amount in the **Flat Amount** field in the **One-Time Garnishment Override** section.
- 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 1 of 2 [View All](#)

☒ OK to Pay + -

One-Time Garnishment Override 1 of 1 [View All](#)

*Garnishment ID 2 *One-Time Code 3
 Priority *Deduction Calculation Routine
 DE Percent 4 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

5

[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.