

9.2 Adjusting Garnishment Balances

Purpose: Use this document as a reference for how to adjust garnishment balances in ctcLink.

Audience: Payroll Administrators

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

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance

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

Adjust Garnishment Balance

Navigation: NavBar > Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > Garnishments

1. The **Garnishments** search page displays.
2. Enter the Empl ID in the **Empl ID** field.
3. Select the **Search** button.

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

Name begins with

Last Name begins with

Second Last Name begins with


Alternate Character Name begins with

Middle Name begins with

☐ Case Sensitive

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

4. The **Arrears** page displays.
5. In the **Adjust Garnishment Balance 1** tab, select the **Company** lookup icon and select the appropriate option.
6. Select the **Balance ID** lookup icon and select the appropriate year type.
7. Select the **Year** lookup icon and select the appropriate garnishment year.
8. Select the **Period** lookup icon and select the appropriate period.
9. Select **General Deduction** from the **Plan Type** drop-down menu.
10. Select the **Deduction Code** lookup icon and select the **GARNSH** deduction code.
11. Select the **Deduction Class** lookup icon and select the appropriate tax class.
12. Select the **Garnishment ID** lookup icon and select the appropriate garnishment ID.
13. Enter comments in the **Reason for Adjustment** field, if necessary.
14. Select the **Save** button.

 **Note:** When the **Adjust Garnishment Balance 1** page is saved, the system automatically goes to the **Adjust Garnishment Balance 2** page. Use the **Adjust Garnishment Balance 2** page to change the garnishment balance for the employee.

Adjust Garnishment Balance 1

Adjust Garnishment Balance 2

Person ID

Balance Information

*Company

*Balance ID

*Year

*Period

Quarter

Garnishment Details

*Plan Type

*Deduction Code

*Deduction Class

*Garnishment ID

Reason for Adjustment

Save

Return to Search

Notify

15. Enter the appropriate amount in the **Adjustment to Month-to-Date** field in the Garnishment section.
16. **Note:** If you enter a new current month-to-date balance, the system calculates the adjustment to the month-to-date, if you enter an adjustment to month-to-date; the system calculates the new current-month-to-date.
17. **Note:** The system recalculates and displays the Deduction (see the Deduction section) totals based on the adjustment amounts entered.
18. Select the **Save** button.

Adjust Garnishment Balance 1
Adjust Garnishment Balance 2

Person ID

Balance Adjustments

| | | | | |
|-----------------|-----|--------------------------|------------|---------------------|
| Company | 220 | Tacoma Community College | Balance ID | Calendar Year - 220 |
| Plan Type | 00 | General Deduction | Year | 2015 |
| Deduction Code | | Garnishmen | Quarter | Quarter 4 |
| Deduction Class | A | After-Tax | Period | December |
| Garnishment ID | 001 | Writ | | |

Deductions

| | |
|-----------------------------|---------|
| Adjustment to Month-to-Date | \$50.00 |
| Current Month-to-Date | \$50.00 |
| Current Quarter-to-Date | \$50.00 |
| Current Year-to-Date | \$50.00 |

Garnishments

| | |
|-----------------------------|---------|
| Adjustment to Month-to-Date | \$50.00 |
| Current Month-to-Date | \$50.00 |
| Current Quarter-to-Date | \$50.00 |
| Current Year-to-Date | \$50.00 |

Company Fees

| | |
|-----------------------------|--------|
| Adjustment to Month-to-Date | |
| Current Month-to-Date | |
| Current Quarter-to-Date | \$0.00 |
| Current Year-to-Date | \$0.00 |

Payee Fees

| | |
|-----------------------------|--------|
| Adjustment to Month-to-Date | |
| Current Month-to-Date | |
| Current Quarter-to-Date | \$0.00 |
| Current Year-to-Date | \$0.00 |

☐ Suspend Adjustment

Save

Return to Search

Notify

19. The process to adjust garnishment balances is now complete
20. End of procedure.