9.2 Adjusting Garnishment Balances

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

ctcLink.

Audience: Payroll Administrators

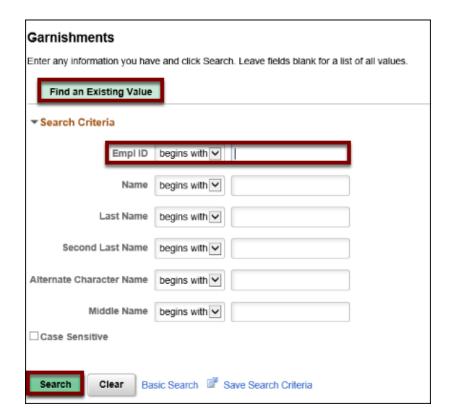
- ou must have at least one of these local college managed security roles:
- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance

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

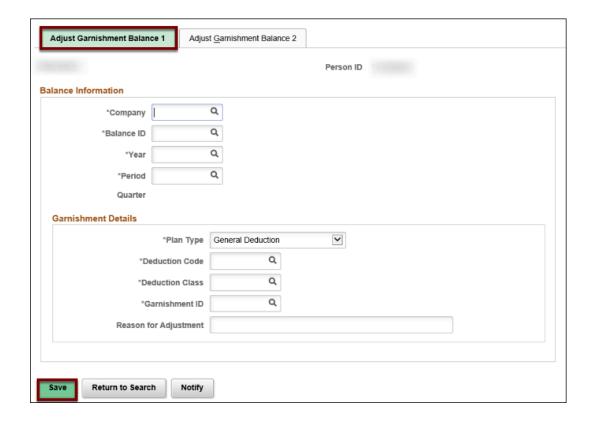
- 1. The **Garnishments** search page displays.
- 2. Enter the Empl ID in the **Empl ID** field.
- 3. Select the **Search** button.



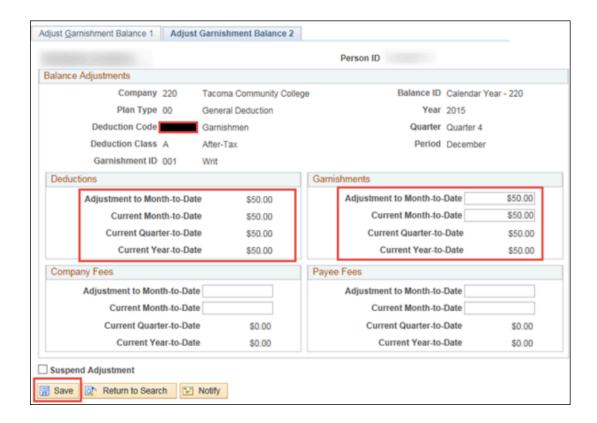
- 4. The **Arrears** page displays.
- 5. In the **Adjust Garnishment Balance 1** tab, select the **Company** lookup icon and select the appropriate option.
- 6. Select the **Balance ID** lookup icon and select the appropriate year type.
- 7. Select the **Year** lookup icon and select the appropriate 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.



- 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.



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