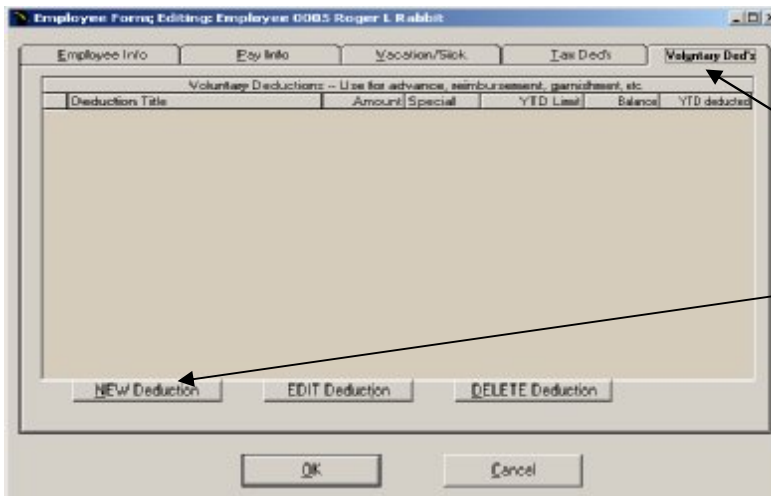


Setting Up Garnishments

Note: For states other than Ca. set up normal deduction.

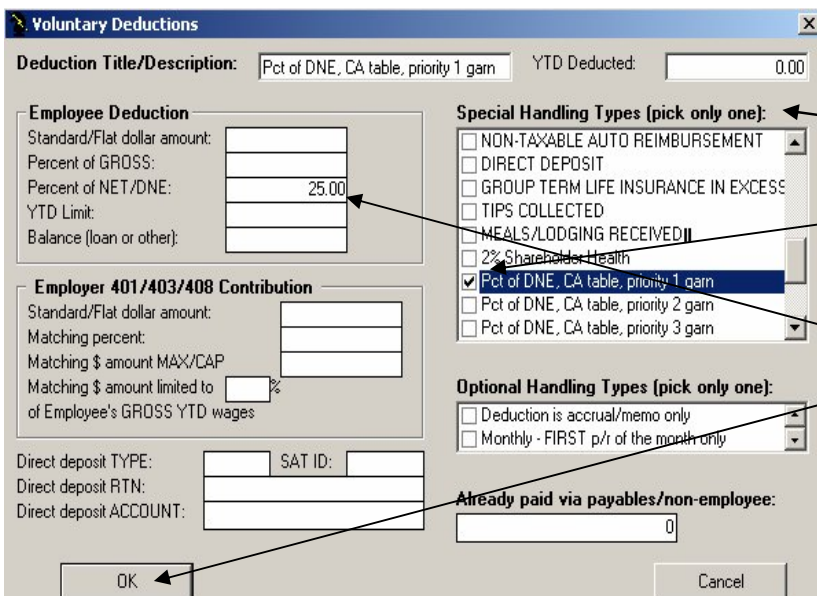
To set up a garnishment you must first set it up on the Employee side, **then link it on the Company side page 4.** After you have Selected the Company, hit **Ctrl. L** or select Modify under the Personnel icon. Select the employee to modify. Click the Voluntary Ded's tab and then select New Deduction.



Click Voluntary Ded's, then select New Deduction

Under the Special Handling Types when you scroll down, you'll see several different types of garnishments. We will show you 4 different scenarios. The first will be a Percentage of Disposable Net Earnings (DNE), then a Percentage of DNE up to a flat amount, then a Child Support Flat Amount and last a Percentage Child Support. Note that you have the option to select priorities on each selection.

#1. Percentage Garnishment



Special Handling Types
Select
Pct. of DNE. CA table

Enter the percentage
amount and click OK.

Setting Up Garnishments (Continued)

#2. Flat Amount Up To 50% Garnishment

In the next scenario the flat dollar amount is \$150.00 up to 50% of DNE.

Select
Pct. of DNE, up to Flat Amt.

Enter the **Standard/Flat dollar amount \$150.00** and
Percent of NET/DNE 50.00
Click OK

#3. Child Support Flat Amount

In this scenario we have a Standard/Flat dollar amount of \$200.00 and you'll notice we've added the total balance owed \$2,500.00 on the garnishment. You can also add a Percent of NET/DNE.

Select
CHILD SUPPORT

Enter the **Standard/Flat dollar amount \$200.00** and
Balance 2500.00
Click OK

Setting Up Garnishments (Continued)

#4. Percentage Child Support

In this scenario there is just a 25 Percent of NET/DNE.

Select
CHILD SUPPORT

Enter
Percentage of NET/DNE
25.00
Click OK

Once you have clicked **OK** on any of the 4 scenarios, you will go back to the Voluntary Ded's window. Your deduction will show up there as with scenario 3 below.

Deduction Title	Amount	Special	YTD Limit	Balance	YTD deducted
CHILD SUPPORT, priority 1 garn	200.00	YES		2500.00	0.00

Scenario #3
Child Support Flat amount
with a balance of \$2500.00

Once you've set up your garnishment(s), you are ready to link it in the Company Side.

Setting Up Garnishments (Continued)

Linking the Garnishment on the Company side.

Click **Ctrl. N** or from the Main Menu, click Personnel and scroll to and select Add New 1099 or Non-employee.

Enter the Payee information

Select Non-employee, Not a 1099

Select to Automatically generate check each pay period or monthly

Select Link to Garnishment

After you select “Link to” Garnishment/Payable, you are ready to link the garnishment.

1. Select the Employee from the drop down list.

2. Select the Voluntary Deduction from the drop down list

3. Click Add deduction to list below

4. Click Active box and Click Ok

SUMMARY of Voluntary Deductions that have been selected to be paid out TO this non-employee/1099					
Active	Employee/1099 Name	Deduction Title	Amount	Special	Paid via payroll
<input checked="" type="checkbox"/>	Rabbit, Roger L	CHILD SUPPORT, priority 1 garn	200	YES	

You have completed the process to set up a garnishment