

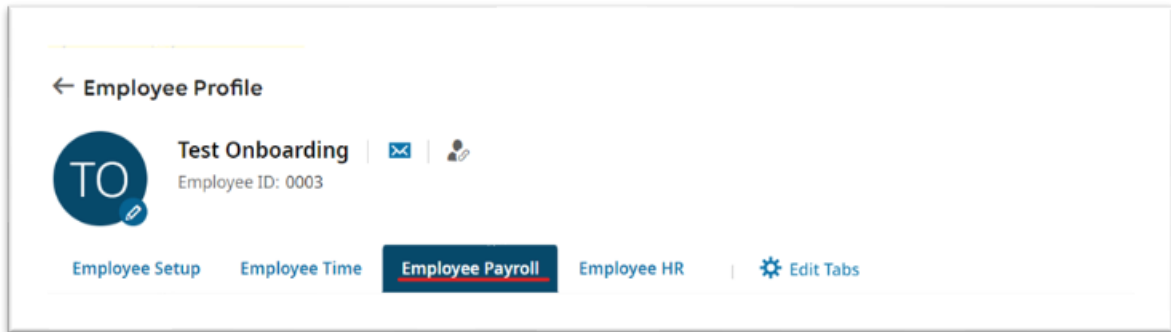
WAGE GARNISHMENT SETUP GUIDE

Use this guide to properly set up a Wage Garnishment for Employee in Würk. See the quick links below to jump to different sections of this guide.

- [Child Support Garnishments](#)
 - [Garnishment Deduction with Jurisdictional/Min Wage Limits – New Deduction](#)
- [Court Ordered Garnishments](#)
- [State Tax Levies](#)
- [Vendor Setup](#)

Child Support Garnishments

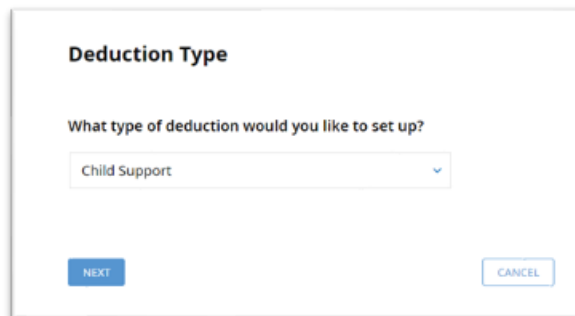
1. Navigate to the Employee’s profile and confirm that the SSN in the employee’s profile matches the SSN on the child support order (IWO).
2. Verify the Pay Period the employee is attached to. This will determine the withholding amount to enter for each pay period.
3. Click on the ‘Employee Payroll’ Tab and go to the Deductions section.



4. Click on the 3 dots and select ‘Deduction Wizard’.



5. Use the drop down to select the Deduction Type: ‘Child Support’ and then click ‘Next’.



6. On the Deduction Wizard screen, fill out the following fields:
 - a. Start Date – Today’s Date
 - b. Support Obligation Date – Date on the IWO
 - c. Case# – Remittance ID (include w/ Payment)
 - d. Court Order State – State listed on the IWO
 - e. Deduction Code – Child Support, Child Support 2, Child Support 3...
 - f. Vendor – if the vendor is not set up, select ‘No Vendor’ – this can be added later. This is found in the **Remit payment to** section of the IWO
 - g. FIPS Code – also referred to as the ‘Locator Code’ (XX-XXX format) is also found in the **Remit payment to** section of the IWO
 - h. Deduction Amount – the flat amount per pay period frequency (weekly, bi-weekly, semi-monthly, monthly)
 - i. Arrears greater than 12 weeks – check the box ‘Yes’

Is the employee 12 weeks or more in arrears?

Yes

7. Click ‘Next’.
8. The Summary Page allows you to review what you have entered. If everything is correct, click ‘Finish’.
9. The Success page will allow you to ‘Add File’ and upload a copy of the child support order and then click ‘Done’.

Success

This Deduction has been successfully configured.
Please click the link below to review the setup.

[View Deduction](#)

TYPE	NAME	FILE
No Supporting Documents Uploaded		

10. If there was ‘No Vendor’ attached, go back into the Child Support deduction, and click on ‘Vendor’ and follow the instructions on [Vendor Setup](#).

Garnishment Deduction with Jurisdictional/Min Wage Limits – New Deduction

1. Navigate to the employee's profile and confirm that the SSN in the employee's profile matches the SSN on the Garnishment order.
2. Click on the 'Employee Payroll' Tab and go to the Deductions section.
3. Click on the 3 dots and click 'New Deduction'.

Seq.	Deduction	Begin Date	End Date	Type	Amounts	Last PR	MTD	QTD	YTD	Next
1	Child Support 1	10/26/2023	12/31/9999	EE	\$28.04					
2	401k	12/31/1900	12/31/9999	EE/ER	\$300.00					

4. Use the drop down to select the Deduction Type: 'Creditor Garnishment' and then click 'Next'.

New Deduction

Please select deduction type to use for new deduction

Deduction *

Garnishment

Cancel OK

5. On the Scheduled Deduction screen, fill out the following fields:
 - a. The Begin Date will auto fill to today's date.
 - b. Attach a vendor – if the vendor is not set up, click on 'Vendor', and add new vendor.
 - c. Id# – Case#
 - d. Lien Sub Type – State or Federal
 - e. Issue Date – Date on the garnishment order
 - f. Court Order Federal/State – Select either Federal or the State listed on the garnishment order.
 - g. Frequency – Every Scheduled Pay is every regular payroll; Every Pay will deduct from a bonus or supplemental payroll type.
 - h. The Lesser Of: % of disposable earnings, earnings list, or Flat Amount
 - i. Jurisdictional Limits for Federal wage limits – 100% of Disposable List
 - j. Less Federal amount listed on garnishment order x Fed Minimum Wage

Lesser UI

Court Order Amount
 Amount Type *

 Current Deduction Amount * % Of Disposable List *

Jurisdictional Limits (Choose At Least One)
 % Of Disposable Earnings
 Disposable Less Minimum Wage Exemption
 Amount % Of Disposable List *

 Less * x Minimum Wage * = /Week \$
 Less Number Of Dependents x = /Week \$
 Subtract Higher Priority Deductions

- Once everything is complete, click 'Save & Add'.
- Scroll down to the Goal section and click on the 3 dots, then click on Change Amounts and enter the Total Balance Due in the 'Goal' field. Hit Save.

Goal

Enabled

Goal \$	Taken Towards Current Goal \$	Remaining \$	Taken Total \$	Times Goal Met	Reset Balance Type	
-	-	-	-	-	Never	<div style="border: 1px solid #ccc; padding: 2px;"> Change Amounts </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Taken History </div>

Modify Goal Amounts ✕

Goal * \$

Taken \$

Times Goal Met

Reset Balance Type

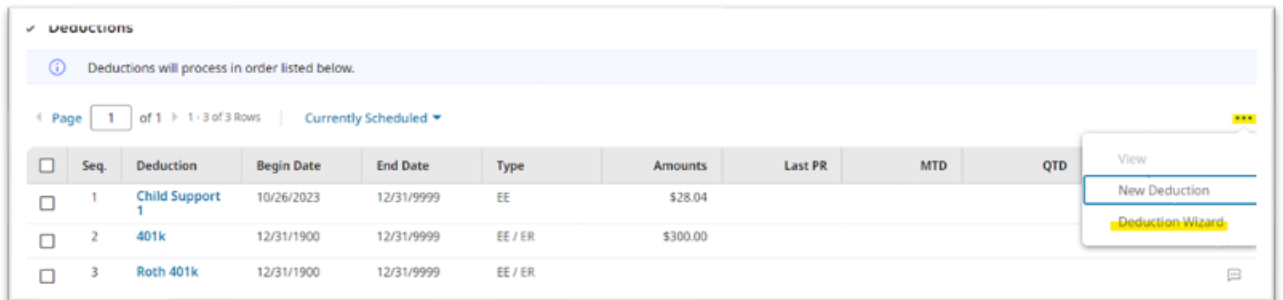
Comment

- Review the set up and if everything looks correct, click Save.

NOTE: It is always best to test the garnishment calculation on a test pay statement in the next open payroll.

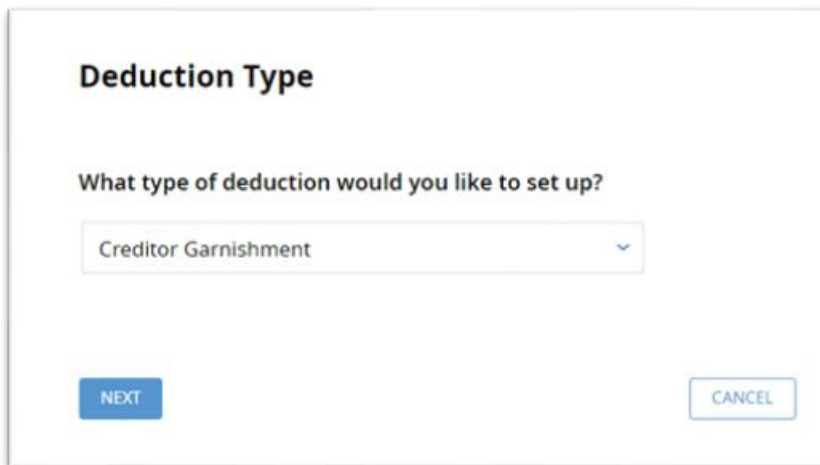
Court Ordered Garnishments

1. Navigate to the employee's profile and confirm that the SSN in the employee's profile matches the SSN on the Garnishment order.
2. Click on the 'Employee Payroll' Tab and go to the Deductions section.
3. Click on the 3 dots and click on 'Deduction Wizard'.



Seq.	Deduction	Begin Date	End Date	Type	Amounts	Last PR	MTD	QTD
1	Child Support 1	10/26/2023	12/31/9999	EE	\$28.04			
2	401k	12/31/1900	12/31/9999	EE / ER	\$300.00			
3	Roth 401k	12/31/1900	12/31/9999	EE / ER				

4. Use the drop down to select the Deduction Type: 'Creditor Garnishment' and then click 'Next'.



Deduction Type

What type of deduction would you like to set up?

Creditor Garnishment

NEXT CANCEL

5. On the Deduction Wizard screen, fill out the following fields:
 - a. Start Date – Today's Date
 - b. Issue Date – Date on the garnishment order
 - c. Id# - Case#
 - d. Court Order State – State listed on the garnishment order.
 - e. Deduction Code – Garnishment 1, Garnishment 2...
 - f. Vendor – if the vendor is not set up, select 'No Vendor' – it will get added later. This is found in the body of the garnishment order.
 - g. Goal Amount – Total Amount Due
 - h. Deduction Amount – select whether it's % of gross earnings, % of disposable earnings, or flat amount, then select the amount.

6. Once everything is complete, click 'Next'.
7. The Summary Page allows you to review what you have entered. The system will also note the Maximum Allowed Percent.

COURT ORDER STATE	California
AMOUNT	25.00% Of Disposable Earnings
ADMIN FEE	
GOAL AMOUNT	
IS THE AVERAGE WEEKLY GROSS WAGE GREATER THAN 770?	No
DISPOSABLE INCOME WORK STATE	Nevada
MAXIMUM ALLOWED PERCENT	18.00% of Disposable Income
FREQUENCY	Every Scheduled Pay

8. The amount entered on the previous screen may need to be updated if the max allowed does not match the Amount. If everything is correct, click 'Finish'.
9. The Success page will allow you to 'Add File' and upload a copy of the garnishment order and then click 'Done'.

Success

This Deduction has been successfully configured.
Please click the link below to review the setup.

[View Deduction](#)

DONE

TYPE	NAME	FILE
No Supporting Documents Uploaded		

ADD FILE

10. If there was 'No Vendor' attached, go back into the Garnishment deduction, and click on 'Vendor' and follow the instructions on [Vendor Setup](#).

State Tax Levies

1. Navigate to the employee's profile and confirm that the SSN in the employee's profile matches the SSN on the Garnishment order.
2. Click on the 'Employee Payroll' Tab and go to the Deductions section.
3. **For non-Arizona garnishment orders**, click on the 3 dots and click on 'Deduction Wizard'.

Seq.	Deduction	Begin Date	End Date	Type	Amounts	Last PR	MTD	QTD
1	Child Support 1	10/26/2023	12/31/9999	EE	\$28.04			
2	401k	12/31/1900	12/31/9999	EE / ER	\$300.00			
3	Roth 401k	12/31/1900	12/31/9999	EE / ER				

4. Use the drop down to select the Deduction Type: 'State Levy' and then click 'Next'.

Deduction Type

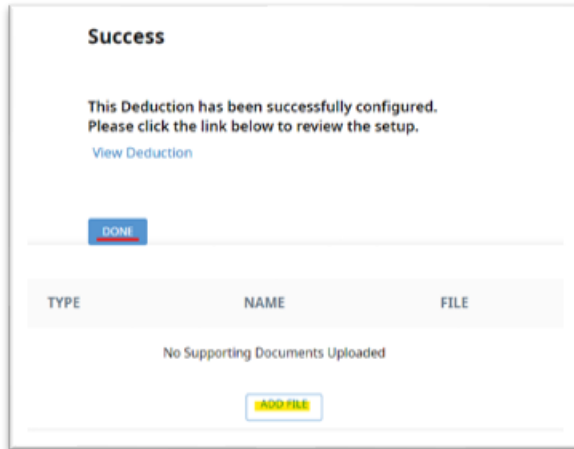
What type of deduction would you like to set up?

State Levy

NEXT CANCEL

5. On the Deduction Wizard screen, fill out the following fields:
 - a. Start Date – Today's Date
 - b. Issue Date – Date on the garnishment order
 - c. Id# – Case# – Franchise Tax Levies have an FTB#
 - d. Court Order State – State listed on the garnishment order.
 - e. Should the court order state be used for limits – Yes or No
 - f. Deduction Code – State Levy, California State Levy...
 - g. Vendor – if the vendor is not set up, select 'No Vendor' – this can be added later. This is found in the body of the garnishment order.
 - h. Deduction Amount – select whether it's % of gross earnings, % of disposable earnings, or flat amount, then select the amount.
 - i. Allow multiple state levies to be withheld? – Yes or No
6. Once everything is complete, click 'Next'.
7. The Summary Page allows you to review what you have entered. If everything is correct click 'Finish'.

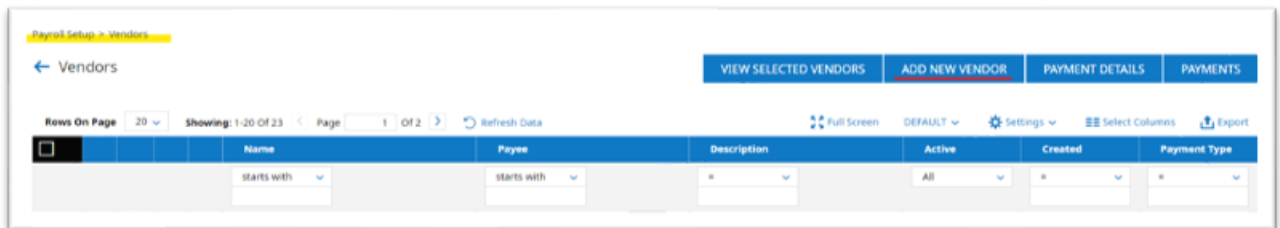
- The Success page will allow you to 'Add File' and upload a copy of the child support order and then click 'Done'.



- If there was 'No Vendor' attached, go back into the Garnishment deduction, and click on 'Vendor' and follow the instructions on [Vendor Setup](#).

Vendor Setup

- Navigate to **Settings/Payroll Setup/Vendors**.
- Click on 'Add New Vendor'.



NOTE: Vendors are set up individually per EIN due to the specific bank account that will need to be added to that individual vendor. Vendors can be set up per employee EIN or per Bank Account.

- On the Vendor screen, fill out the following fields:
 - Name – Payee Name + EIN (California State Disbursement Unit – EIN1, California State Disbursement Unit – EIN2...) – This field will be used in the Vendor drop down field when setting up the garnishment so it's important to include the EIN.
 - Payee Name – This is what will be printed on the check, do not include EIN name.
 - Payment Type – Select 'No Payment'. Wurk will enter banking and payment info after the vendor has been set up.
 - Address – remit to address
 - After the vendor is saved, select the EIN that is associated with that vendor. **DO NOT** select more than one EIN.

The screenshot shows a 'Vendor' form with the following fields and options:

- Master Vendor:** A dropdown menu with a search icon.
- Name:** A text input field with a yellow highlight.
- Description:** A large text area.
- Code:** A text input field.
- Active:** A checked checkbox.
- FEIN:** A text input field.
- Used for:** Radio buttons for 'Payroll' (checked) and 'HR'.
- PAYMENT SETTINGS:** A section containing:
 - Payee Name:** A text input field with a yellow highlight.
 - Payment Type:** A dropdown menu with 'No Payment' selected.

4. Once everything is set up, click Save.
5. Support will be notified automatically when a vendor is created and will reach out to attach the bank account and payment information.