



PA30 (IT 0194 and 0195) - Create Garnishment Document

Purpose

Use this procedure to create a garnishment document.

Trigger

Perform this procedure when you need to garnish an employee's wages.

Prerequisites

A garnishment order has been received for the employee.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PA30

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.



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Procedure

1. Start the transaction using the menu path or transaction code. The *Maintain HR Master Data* screen displays.

Maintain HR Master Data

2. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. Example: 10018



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Field	R/O/C	Description
From	R	Beginning value to be entered when specifying a range. Example: 02/18/2009

3. Click the **Enter** button  .

4. As required, complete/review the following fields:

Field	R/O/C	Description
Infotype	R	A set of data that is grouped together according to subject matter. Infotypes can be identified by their four-digit keys. Example: 194

5. Click the **Create** button  . The *Create Garnishment Document (0194)* screen displays.



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Create Garnishment Document (0194)

The screenshot shows the SAP 'Create Garnishment Document (0194)' screen. The main data entry area is divided into two main sections: Personnel data and Garnishment Document data.

Personnel Data:

- Personnel No: 100118
- Name: Role Testing PY
- EE group: 1 Regular
- Pers.area: 1020 Fire and Rescue
- EE subgroup: 01 FT Covered, Negative
- Pers. subarea: 3050 PFFA
- Status: Active
- Start: 02/18/2009 to 12/31/9999

Garnishment Document (0194) Data:

- Case no. (checkbox):
- Internal no.: 0003
- Status: 1 Active (dropdown menu)
- Received: 02/18/2009
- Released:
- Priority:
- Jurisdiction: OR Oregon
- Category:
- Vendor:
- Originator:
- Name:
- Street:
- City:
- Zip code:
- State:
- Plaintiff:
- Remittance:
- Issue Separate Check to Vendor:
- Send ans.:
- Service Ch:
- Elapsed days:
- First reply:

6. As required, complete/review the following fields:

Field	R/O/C	Description
Case no.	R	A combination of letters and/or numbers used by a court or regulatory agency to track an action. Example: 111-AA1111A-11

7. Click the **Status** combo box



8. Select the **1 Active** list item

9. As required, complete/review the following fields:



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Field	R/O/C	Description
Priority	R	Relative importance of the work. Used to rank orders for scheduling purposes. In HR, identifies the attendance booking priority of an attendee or the processing priority of a garnishment. Example: 1


10. Click the **Category** combo box   .

11. Select the **S Child Support** list item  .

12. As required, complete/review the following fields:

Field	R/O/C	Description
Vendor	R	Business partner that provides materials or services. Example: 400075

13. Click the **Enter** button  . The screen updates.

 Vendor information auto-populates once the vendor number is entered.



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Create Garnishment Document (0194)

14. Click the **Remittance** combo box

The system returns the message, "Save your entries".

15. Select the **Immediate Remit - ACH** list item **Immediate Remit - ACH**

16. Click the **Service Charge** field

17. Click **Service Charge matchcode** . The *Service charge rule (XXXX)* dialog box displays.



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Service charge rule (XXXX) YYYY Entry found

Service charge rule (1) 1 Entry found

Restrictions

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Cty	Sta...	C	S	Description of service char...
US	OR	S	1	Child Support Service Charge



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18. Double-click the **US OR S 1 Child Support Service Charge** list item

US OR S 1 Child Support Service Charge

Create Garnishment Document (0194)

The screenshot shows the SAP 'Create Garnishment Document (0194)' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Garnishment', 'Extras', 'System', and 'Help'. The title bar shows 'SAP'. Below the title bar, there are buttons for 'Order', 'Calculate end date', and 'Review'. A search sidebar on the left lists 'Person' with options for 'Collective search help', 'Search Term', and 'Free search'. The main form area contains the following fields:

Personnel No	100118	Name	Role Testing PY
EE group	1 Regular	Pers.area	1020 Fire and Rescue
EE subgroup	01 FT Covered, Negative	Pers. subarea	3050 PFFA
Status	Active	Start	02/18/2009 to 12/31/9999

Garnishment Document (0194)

Case no.	111-AA1111A-11	Internal no.	0003
Status	1 Active	Received	02/18/2009
Priority	1	Jurisdiction	OR Oregon
Category	S Child Su	Medical Support for Dependent	

Vendor: 400075, Originator: [dropdown]
 Name: OREGON STATE CHILD SUPPORT, Name: [dropdown]
 Street: NA, Street: [dropdown]
 City: NA, City: [dropdown]
 Zip code: 11111, State: OR US, Zip code: [dropdown], State: [dropdown]
 Plaintiff: [dropdown], Issue Separate Check to Vendor
 Remittance: 90999 Immediate Remit - ACI
 Send answ.: [dropdown], Elapsed days: [dropdown]
 Service Ch: 1, First reply: [dropdown]

19. Click the **Enter** button

20. Click the **Save** button . The *Create Garnishment Document (0195)* screen displays.

The system returns the message, "Save your entries".

Upon saving you are automatically taken to Infotype 0195.



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Create Garnishment Order (0195)

The screenshot shows the SAP 'Create Garnishment Order (0195)' form. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Garnishment', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

Personnel No.	100118	Name	Role Testing PY
EE group	1 Regular	Pers.area	1020 Fire and Rescue
EE subgroup	01 FT Covered, Negative	Pers. subarea	3050 PFFA
From	02/18/2009	to	12/31/9999
Status	Active		

Below this is a section for 'Garnishment Order (0195)' with the following fields:


Case no.	111-AA1111A-11	Internal no.	0003
Order Type	CS CS: Child Support	Sequence no.	01
Rule Non-exempt	<input type="checkbox"/>		
Initial Balance		USD	
Deduction			


At the bottom of the form, there are three sections for limits and amounts:

Limit 1	Limit 2	Additional Amount
<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt
Value <input type="text"/>	Value <input type="text"/>	Value <input type="text"/>
Unit <input type="text"/>	Unit <input type="text"/>	Unit <input type="text"/>

At the bottom of the screenshot, a status bar shows 'Record created' on the left and 'DRP (1) 310 sapdrp OVR' on the right.

21. Click the **Rule Non-exempt** field .

 The system returns the message, "Record created".

22. Click the **Rule Non-exempt** matchcode  . The *Rule for calculating the non-exempt amount* (XXXX) dialog box displays.



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Rule for calculating the non-exempt amount (XXXX) YYYY Entry found

Rule for calculating the non-exempt amount (1) 1 Entry found

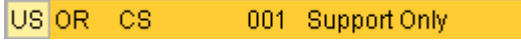
Restrictions

Cty	Sta...	Order Ty...	Rule	Description of rul...	Start Date	End Date
US	OR	CS	001	Support Only	01/01/1980	12/31/9999



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23. Double-click the **US OR CS 001 Support Only** list item



Create Garnishment Order (0195)




24. As required, complete/review the following fields:


Field	R/O/C	Description
Deduction	R	The amount of money to be deducted from an employee's pay check. Example: 147.00

25. Click the **Deduction** combo box 

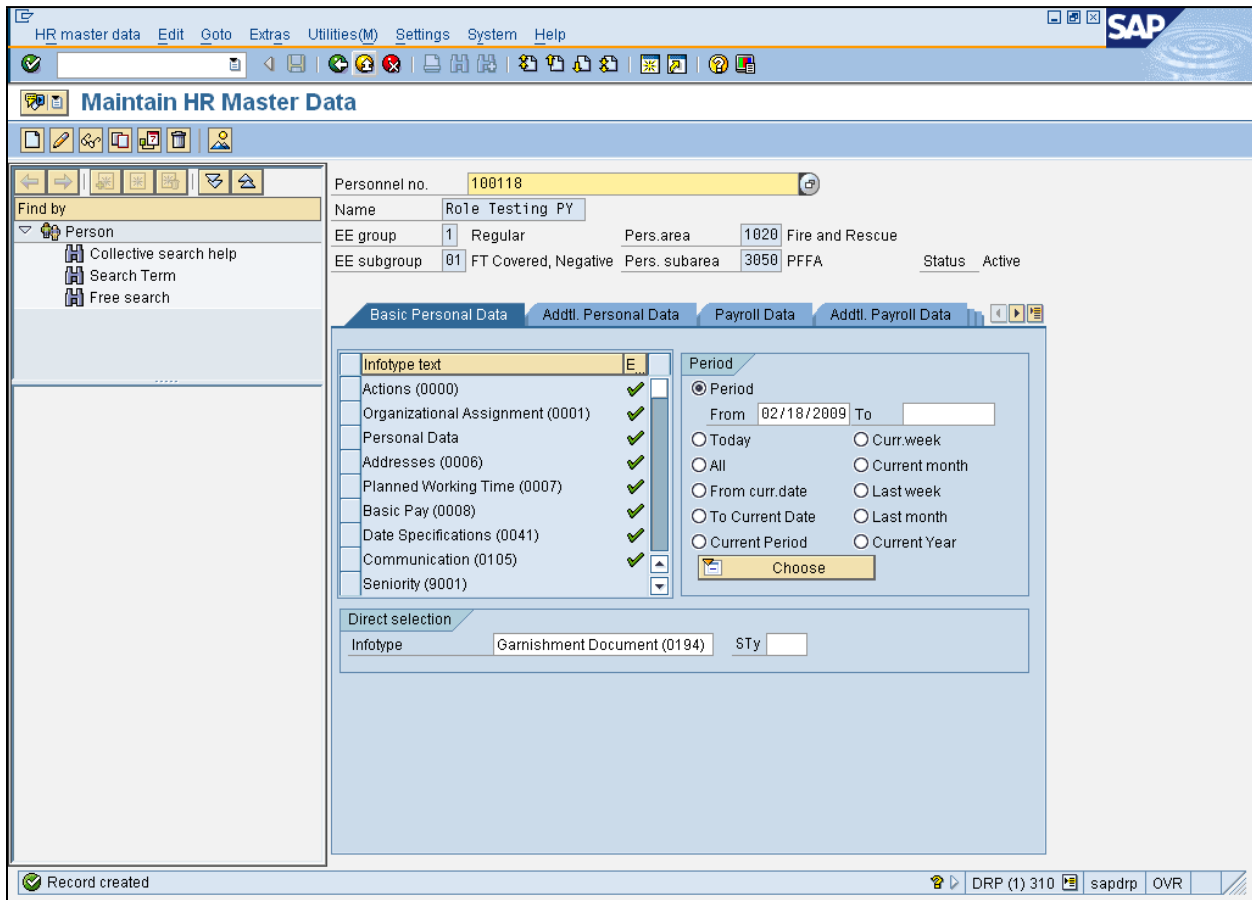


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- 26. Select the **3 Pay period amount** list item  .
- 27. Click the **Enter** button  to validate entries.
- 28. Click the **Save** button  . The *Maintain HR Master Data* screen displays.

 The system returns the message, "Save your entries".

Maintain HR Master Data



- 29. Click the **Exit** button  .

 The system returns the message, "Record created".



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Work Instruction

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Result

You have successfully garnished an employee's wages to pay child support.