What to do if you receive a Garnishment/Wage Withholding Order?

Payroll & Taxes · https://missionsupport.archden.org/knowledgebase/what-to-do-if-you-receive-a-garnishment-wage-withholding-order/

When a Garnishment Notice is received, it must be submitted to Paylocity – they handle these on behalf of the AoD entities. First upload the legal documents into the employee's document section in Paylocity (Employment >> Documents >> Add Document). Next you will want to notify Paylocity by submitting an email to garnishments@paylocity.com (do NOT attached the actual garnishment because this is not a secure email address) which includes your 6-digit Paylocity code, the employee name, the employee's Paylocity number, and that you have uploaded documents to that employee's document section. Once it is set up you will receive an emailed document requiring a signature from you and the direction to provide a copy to the employee. Within the court order (or writ) you will also see directions asking you to provide a "Calculation Worksheet" to the specific agency (creditor, court, etc.) bi-weekly. There is an example of the worksheet inside the court order.

The Paylocity garnishment team may also be reached any time through this same email (garnishment@paylocity.com) with any garnishment related questions.