Garnishment Details Report

S_AHR_61016146

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
3/20/2007	Kelly Welsh	Initial Draft
3/23/2007	Kelly Welsh	Edits
4/3/2007	Kelly Welsh	Edits

Purpose

Use this procedure to display garnishment information for a specific time period.

Trigger

Perform this procedure when garnishment reporting information for a specific pay period is needed.

Prerequisites

- Employee(s) has a Garnishment Document(0194) and Garnishment Order (0195) in HRMS.
- DOP has exited payroll.

Transaction Code

S_AHR_61016146

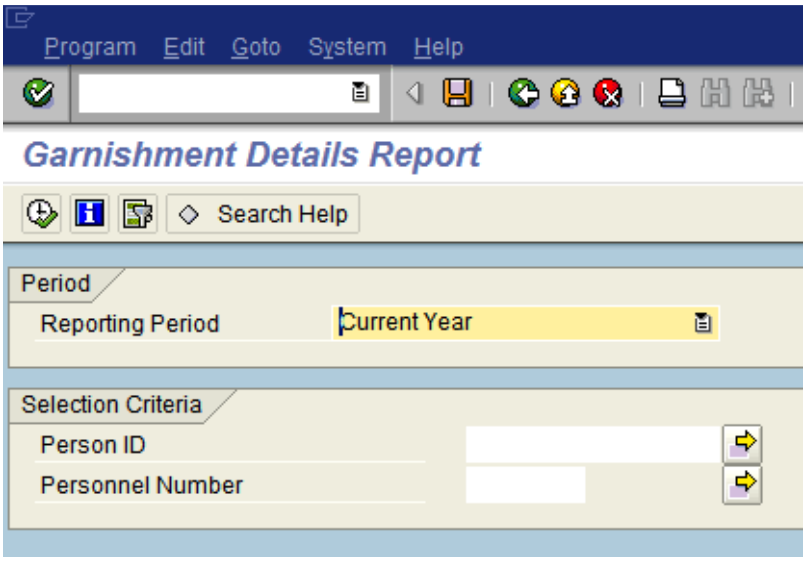
Date	Procedure Update Log
3/20/2007	Procedure Created

Helpful Hints

Procedure

1. Start the transaction using the transaction code **S_AHR_61016146**.

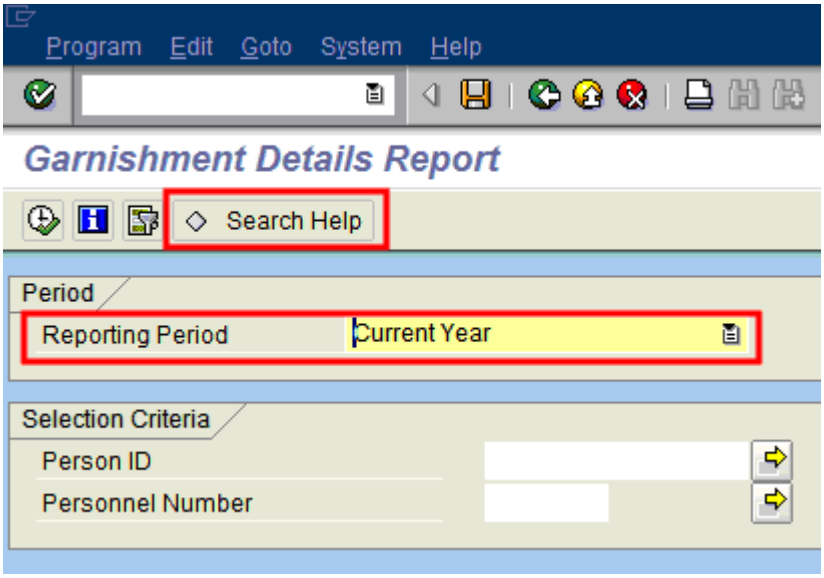
Garnishment Details Report



2. Complete the following fields:

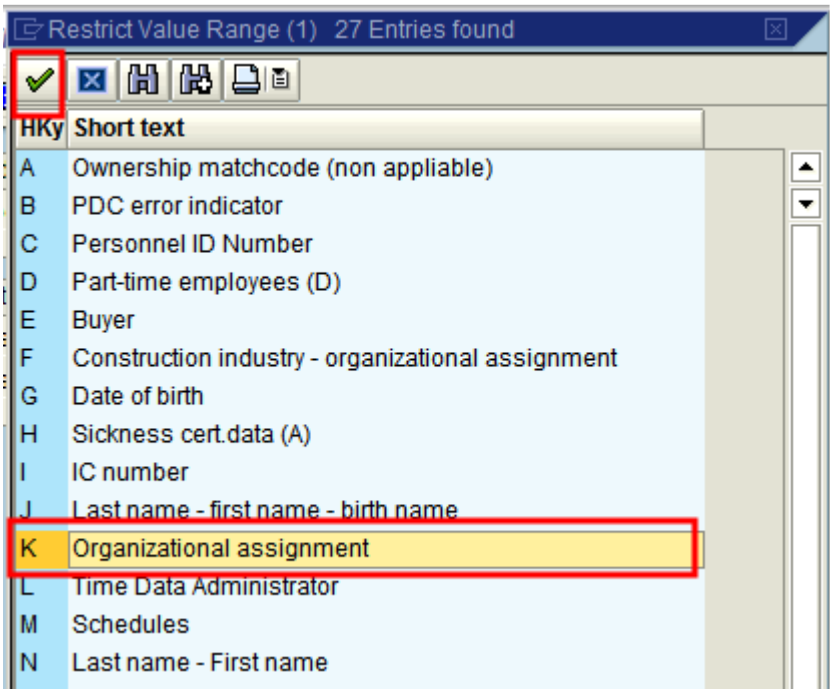
Field Name	R/O/C	Description
Period	R	Pay period start date • **Today** – This selection option will run the report using they system date (current date) • **Key Date** – This selection option will run the report using a specific date data was keyed. • **Other Period** – This selection options allows user to key in a specific time frame. • **Current Month**- This selection options will display current month information. • **Current Year**- This selection option will display all information for current year only. • **Past (Until Today)**- This selection option will display all information in the system since "Go-Live". **Example:** Current Year

Garnishment Details Report.



3. Click Search Help to bring up more search criteria.

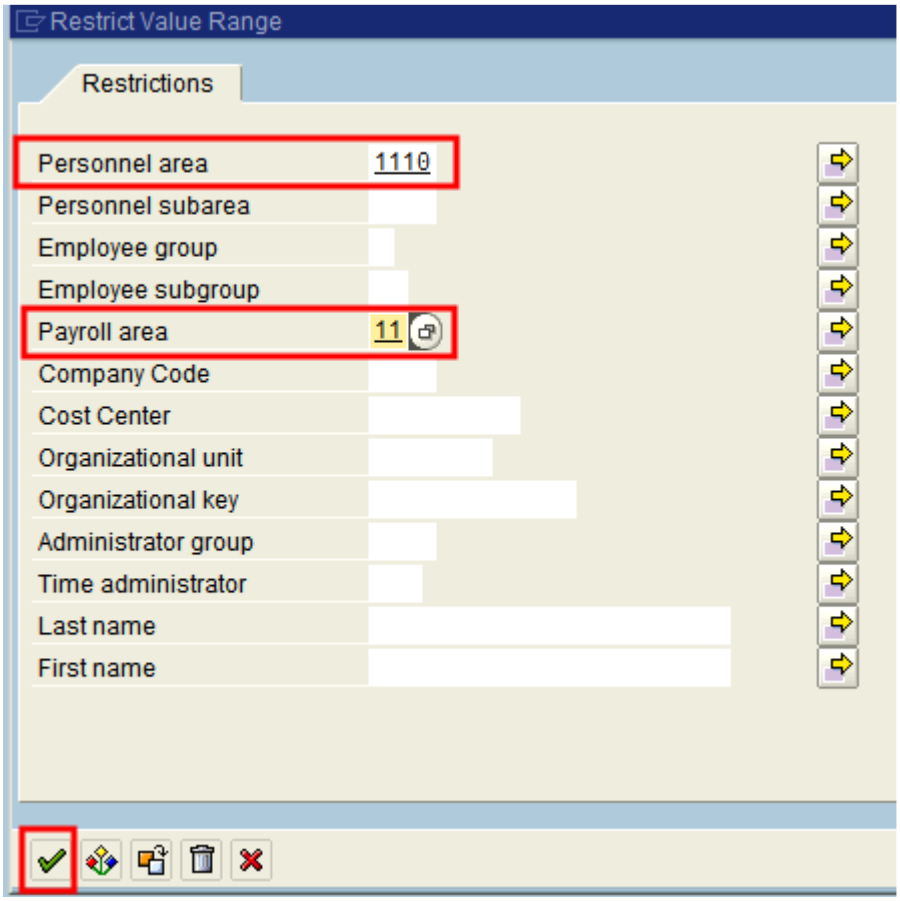
Restrict Value Range (1) 27 Entries found



4. Click K Organizational assignment to bring up search criteria.

5. Click (**Copy**) to accept and bring up the Restrict Value Range.

Restrict Value Range



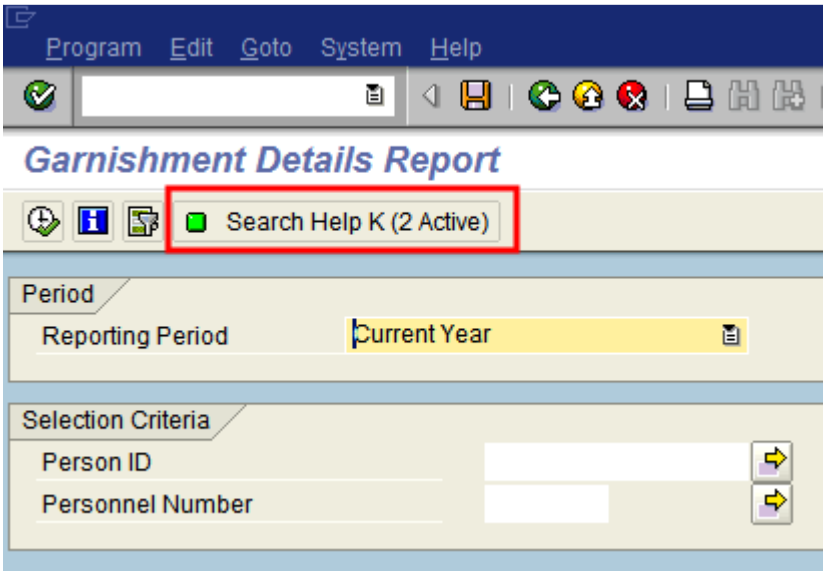
6. Complete the following fields:

Field Name	R/O/C	Description
Personnel area	O	A specific agency/sub-agency in the State of Washington. **Example:** 1110
Payroll Area	R	Description of the Payroll Area. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. **Example:** 11

To remove search criteria, you will need to Select Search Help and use the (**Delete**) to remove entires.

7. Click (**Continue**) to continue.

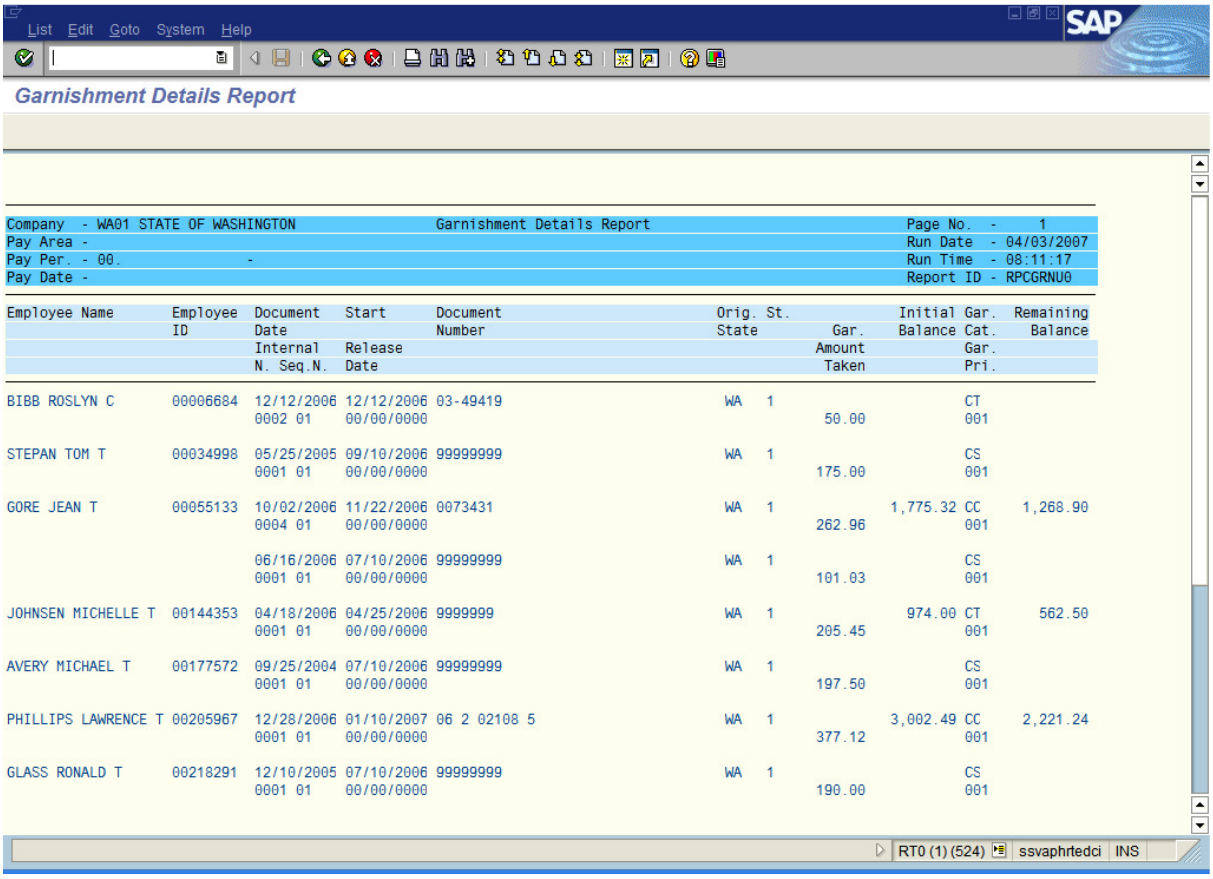
Garnishment Details Report



Notice that the green box next to Search Help is now showing. This indicates that further search criteria have been selected.

8. Click (**Execute**) to generate the report.

Garnishment Details Report



9. You have completed this transaction.

Result

You have generated the Garnishment Details Report.

Comments

None.