

# Department of Accounts

## *Payroll Bulletin*

Calendar Year 2024

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*In This Issue of  
the Payroll  
Bulletin.....*

✓ Involuntary Deduction  
Reminders and Changes

The Payroll Bulletin is published periodically to provide HCM Payroll agencies guidance regarding Commonwealth payroll operations. If you have any questions about this bulletin, please send an email to [payroll@doa.virginia.gov](mailto:payroll@doa.virginia.gov)

State Payroll Operations

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### Involuntary Deduction Changes

**Responsibility** Involuntary deductions (referred to in general as “garnishments”) include but are not limited to the following types of withholding orders:

- Child Support, Dependent Support, Spousal Support
- Social Security – Administrative Wage Garnishment (AWG)
- Court-ordered Garnishments
- Student Loan Repayment
- Federal Tax Levy
- State Tax Levy
- Local Tax Levy
- Chapter 13 Bankruptcy

A withholding order is a legal document (writ) requiring the employer (Agency) to comply with certain tasks and the ultimate responsibility and accountability for compliance rests with the employer (Agency). State Payroll Operations (SPO) is responsible for data entry based on receipt of required information and distribution of printed garnishment checks only.

**There may be no other functional area in payroll that subjects the Agency and its representatives to as much risk for financial penalties, as well as criminal prosecution, for noncompliance and/or negligence as garnishment administration. Agencies must understand and monitor all orders received by the agency. Review each order carefully – do not submit duplicates or orders for inactive employees. Careful and thorough completion of the Garnishment Request Form will facilitate data entry and make garnishment set-ups available for agency review that much faster.**

**Change in  
Garnishment  
Deadline**

Due to the substantial increase in involuntary deductions that has occurred over the past year, it has become necessary to move the deadline for receipt of documentation from agencies back one day effective immediately. This change is also necessitated by the number of agencies who appear to hold new orders until the deadline before submitting for processing. SPO Garn Admin will continue to send deadline reminders that will reflect the deadline change. This change will also appear in the quarterly operations calendar distributed for July – September.

## Involuntary Deduction Changes, *cont.*

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### No Garnishment Check?

Before contacting SPO Garn Admin to ask why a check was not produced for a garnishment, review the following:

- 1) Was the order submitted with completed forms as required before the deadline?
  - 2) Is the employee still active?
  - 3) Was the employee paid in this pay period?
  - 4) Did the employee make enough for the garnishment to process from their pay?
  - 5) Did the garnishment terminate in a prior period or is the return date prior to the pay date for this pay period?
  - 6) Does the employee have more than one garnishment, i.e. child support, that reduces net pay below the minimum for collection on the second?
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### Garnishment Stop Payments

When a stop payment is needed on a garnishment check, a Stop Payment Request – General Warrant form must be completed. This form is also required when a stop payment is submitted on a payment to the employee that included a garnishment deduction. The form must be properly completed, scanned and emailed to [Trenika.Satterwhite@DOA.Virginia.gov](mailto:Trenika.Satterwhite@DOA.Virginia.gov) along with a copy of the garnishment check that is being stopped. The Subject line of the email should read: Stop Payment - Your Agency Number - Company; i.e. “Stop Payment 99900 ABC”.

Stop Payment Requests are available on the Cardinal Forms website:

<https://www.cardinalproject.virginia.gov/resources/forms>

Forms should be completed with the following information:

Requestor: Agency Processor

Business Unit: DOA – Statewide Activity – Pay Ops

Business Unit ID: 99701

Phone Number/Email Address: Agency Processor’s phone and email

Classification: Voucher

Cardinal Action Needed: Do Not Re-Issue/Close Liability

Reason for Request: Choose the appropriate reason

Fiscal Officer/Designee Approval: Leave blank

Return the original check marked “VOID” to State Payroll Operations at the following address as soon as possible:

State Payroll Operations

ATTN: Garnishments

PO Box 1797

Richmond, VA 23218-1797

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## Involuntary Deduction Changes, *cont*

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### **Garnishment Stop Payments,** *cont.*

Once Treasury and Cardinal have processed the stop payment, the funds will be returned to the agency's Garnishment Suspense Account (22051401) as a credit entry. Transactions impacting the Garnishment Suspense Account may be viewed in FIN using the following data query:

V\_GL\_JRNL\_INQ\_BY\_COA - GL COA Journal Query

*Business Unit	28000	<input type="text"/>
Fund (% for all)	%	<input type="text"/>
Program (% for all)	%	<input type="text"/>
Account (% for all)	22051401	<input type="text"/>
Department (% for all)	%	<input type="text"/>
Cost Center (% for all)	%	<input type="text"/>
Project (% for all)	%	<input type="text"/>
*Journal Date From	12/01/2023	<input type="text"/>
*Journal Date To	05/08/2024	<input type="text"/>

\*Include Long Description?

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (120 kb)

Agency's must take the appropriate actions to clear the amount from suspense after it has been returned. Garnishments taken in error must not be refunded to the employee through the payroll system.

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