

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 340.2	
		Page 1 of 1	
		Last Revision Date:	12-01-2020; 11-09-2011
		Effective Date:	04-26-1999
Last Review Date:		02-07-2022	
Section:	Business	Subject:	Salary Deductions - Garnishments

PURPOSE

To establish the process to garnish employee earnings to satisfy court-ordered mandates.

PROCEDURE

1. The Payroll Office is notified of the existence of the garnishment and calculates the amount to be withheld from each paycheck.
2. The Payroll Office makes the deduction from the employee's earnings.
3. The Business Services Office submits payment(s) to the appropriate agency.