


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 340.2	
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		Last Revision Date:	11-09-11
Effective Date:		04-26-99	
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 and submits payment(s) to the appropriate agency.