

## Process

<b>Title:</b>	DHS OHA-040-004-01 Payroll Garnishment
<b>Related to:</b>	DHS OHA-040-004 Payroll Garnishment
<b>Effective date:</b>	11/02/2020

## Purpose

This document provides guidelines for completing garnishment requests against an employee's wages.

## Applicability

This process applies to all ODHS and OHA staff including employees, volunteers, trainees, and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rules, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

## Process

1. If an employee receives their own garnishment or wage withholding order, employee submits the garnishments IMMEDIATELY to the Office of Financial Services (OFS) in order to ensure that timelines specified in federal and state law are met.
2. OFS:
  - a. Processes garnishments in compliance with state and federal law.
  - b. Files and retains documentation as described by the Secretary of State Archives - Records Retention rules.
3. Resolution occurs when a garnishment is paid in full, expires or dismissed by the court.

## References

[Oregon Secretary of State Archives - Records Retention](#)

[Oregon Secretary of State – Judgements, Execution, and Garnishment](#)

[United States Department of Labor – Wage Garnishment](#)

[ORS- Garnishment 18.600-18.850](#)

[Common Terms](#) for all Finance policies and Administrative Services Division policies

## Forms referenced

None

**Related policies**

[DHS|OHA-040-007: Payroll Management](#)

[DHS|OHA-040-004: Garnishment](#)

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