

<b>Procedure Title:</b>	Garnishment				
<b>Procedure Number:</b>	DHS-040-004-01	<b>Version:</b>	1.0	<b>Effective Date:</b>	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Employees	Submit all Garnishments IMMEDIATELY to Payroll Services. (Legal requirements apply to the timing.)
2.	Payroll Services	Process garnishments using regulations in Desk Manual.  File and Retain documentation for 4 years after resolution. Resolution occurs when garnishment is paid in full or the court dismisses.

## Policy that applies:

[DHS-040-004](#), Garnishment Policy

## Form(s) that apply:

None

## Contact(s):

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## Procedure History:

- **Version 1.0:**  
02/28/2002 Initial Release

## Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)