

Operational Policy

Policy title:	Payroll Garnishment		
Policy number:	DHS OHA-040-004		
Original date:	02/28/2002 (DHS only)	Last update:	11/02/2020
Approved:	Don Erickson, ODHS Chief Administrative Officer Kris Kautz, OHA Deputy Director		

Purpose

The Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) are committed to adhering to the highest standards in the financial management of state and federal funds as it applies to payroll garnishments. The Office of Financial Services (OFS) ensures honesty, integrity and accountability by providing accurate, accountable and responsive financial management and business services to clients, stakeholders and employees. OFS supports the ODHS|OHA mission and ensures the agency follows state and federal laws, policies, rules, and regulations in relation to payroll services.

Description

This policy ensures ODHS and OHA compliance with state and federal law, and policy in processing garnishment requests against an employee’s wages.

Applicability

This policy 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.

Policy

1. The Office of Financial Services (OFS) may be required by law to take an employee’s wages to satisfy an employee’s debt (garnish or garnishment).
2. OFS shall process garnishment requests in compliance with timelines specified in federal and state law and notify the employee of the request.
3. OFS shall retain garnishment documentation as described by the [Secretary of State’s Archives Records Retention rules](#).

References

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

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

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

Forms referenced**Related policies and guidelines**

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

[DHS|OHA-040-004-01 Garnishment](#)

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Policy history

02/28/2002 Initial Release Oregon Department of Human Services

06/12/2015 Established join ODHS|OHA policy

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Garnishment, wages, payroll

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