

## **Business and Noninstructional Operations**

AR 4152.1(a)

### **PROCESSING OF WAGE WITHHOLDING ORDERS**

4252.1  
4352.1

#### **Purpose and Scope**

To outline administrative procedures for handling the service of earnings withholding orders, tax levies, and other legal orders for garnishment of employee wages and disbursement of monies.

#### **Service of Withholding Orders**

Earnings withholding orders are served by a sheriff, marshal, or constable, and must be filed in the Payroll Department.

Tax levies and other legal orders for garnishment of employee wages may be served by an officer or agency representative, or via U.S. mail and must be filed in the Payroll Department.

#### **Implementation**

1. Payroll Department
  - a. Receives and records new orders.
  - b. Completes employer response forms and mails back to appropriate agencies.
  - c. Mails a copy of the order with a letter of notification to the affected employee.
  - d. Receives garnishment information and computes amount of deduction based on monthly earnings in accordance with specifications of the order and with any limitations and exemptions established by federal and state laws regarding wage garnishment.
  - e. Schedules deduction from employee's wages in next available payroll.
  - f. Maintains electronic records of garnishment payments and calculations.
  - g. Maintains garnishment orders, modifications and releases on file for ten years.
  - h. Maintains financial records of vendor payments for ten years.
  - i. Receives and applies modification and release orders electronically and maintains records for ten years.
  - j. Audits active garnishment orders and takes action on ineffective orders. Requests payoff information and releases from the San Diego County Sherriff's Office or other agencies as required when orders are satisfied or outdated.
  - k. Electronically extracts and remits payment information to the Accounts Payable Department.
  - l. Receives warrants, applies invoices and mails to appropriate agencies for payment.

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**PROCESSING OF WAGE WITHHOLDING ORDERS** (continued)

2. Accounts Payable Department
  - a. Receives electronic data concerning garnishment payment invoices and produces warrants then provides them to the Payroll Department on scheduled dates.

Regulation  
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**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California