

CHILD SUPPORT STUDENT PAYROLL INSTRUCTIONS

Remember: Federal Work study funds may not be garnished!!

Access **Employee Pay Items Setup (PR0022UG)** in the ISRS Student Payroll Module, Employee Set-up Menu.

In Employee Pay Items Setup PR0022UG:

1. Enter the student employee's Social Security Number in the *SSN* field and press **[Tab]**.
2. Click to place the cursor in the *Order* field of the optional payroll item, CHISUP. (at bottom of screen)
3. Click the **Add Item (Gkp1)** button in the *Apply to Employee* field. The pay item will then display in the middle of the screen.
4. Click in the *Calc Method* field and select Percent as the calculation method
5. From the child support agency's withholding order, enter the percentage of the employee's aggregate disposable weekly earnings that the total withheld cannot exceed in the *Amt/Pct* field.
6. Do not enter any amount in the *Annual Limit* field.

7. **Store.**

Next Step:

1. Click the **(Gkp2)** button in the far right **Spec Item** column of the CHISUP row. You will now be viewing the **Special Item Maintenance screen (PR0023UG)**.
2. Enter the Child Support case number in the *Reference Nbr* field.
3. Double-click on the *To Customer ID* field.
5. The *Customer Id* that you enter will depend on what child support authority issued the withholding order. MN and WI child support authority customer id's are pre-loaded, simply choose the button **MN or WI** to accept the appropriate vendor to pay. If the child support authority is not MN or WI, choose other and type in the appropriate customer id (state vendor number). If the child support authority is not already in the state vendor data, you will need to have a new vendor set up.
6. Enter the date that the current pay period began as the effect date in the *Effective Date* field.
7. Leave blank the date through which the special item will be paid in the *End Date* field.
8. Enter \$ (maximum withholding amount per biweekly pay) as the maximum amount to be deducted per pay period in the *Max (Amt/Pct)/Pay Period* field. This amount will be on the child support order.
9. Leave blank the total amount that can be deducted for this pay item in the *Total Amt to be deducted* field.
10. Enter any additional comments about the special item in the *Notes* field.
11. Click the **Accept** button to go back to the *Employee Pay Items Setup* screen (PR0022UG).
12. Change the *Status* drop-down list to *Active*.
13. **Store.**



MINNESOTA STATE

CHILD SUPPORT WITHHOLDING MEMORANDUM

TO: Student Payroll

FROM: Ann Page, Tax Services

SUBJECT: Child Support Letter

I've enclosed a letter from Child Support authorities regarding child support payments relating to a student worker at your institution. Please respond to the letter as requested by the sender. If the letter requests child support withholding, please begin withholding. If you are not withholding child support, please state why in your reply to the Child Support authority.

See page two of this memo for instructions on how to enter child support deductions into ISRS.

Note: Child support garnishments may not be taken from Federal Work Study payments (20 U.S.C. 1095a (d)).

20 U.S.C. 1095a (d) – No attachment of student assistance: Except as authorized in this section, notwithstanding any other provision of Federal or State law, no grant, loan, or work assistance awarded under this subchapter and part C of subchapter I of chapter 34 of title 42, or property traceable to such assistance, shall be subject to garnishment or attachment in order to satisfy any debt owed by the student awarded such assistance, other than a debt owed to the Secretary and arising under this subchapter and part C or subchapter I of chapter 34 of title 42.

MN State Work Study payments may be garnished per the State Work Study Program Financial Aid Manual (p.16).

Thank you,

Ann Page

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