

# Enterprise - Department of Revenue Garnishments

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## Overview

Depending on the state, the respective states Department of Revenue (DOR) may have a specific way in which garnishments should be calculated on employees' paychecks. Wisconsin, for example, requires garnishments to be calculated in a specific way, via sequencing and based on Gross pay.

This article will outline the process of setting up a DOR garnishment adjustment along with examples of running through the payroll process based on how the adjustment is setup depending on the employee.

This article covers the following:

1. [Setting Up the DOR Adjustment](#)
2. [Adding the DOR Adjustment to Employees](#)
3. [Calculating Payroll](#)

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## Setting Up the DOR Adjustment

Begin by navigating to Enterprise > All Options > Administration > Adjustments and select the "+" option to create a new adjustment.

Within the adjustment setup screen, enter the following:

- Core Adjustment Setup
  - Adjustment: The name of the adjustment
  - Category: DOR
    - This is the category that is required to be selected for this specific adjustment setup.
  - Description: The description of the adjustment
- Additional Setup
  - Will this adjustment be set up on the employee file? **Yes**
  - Is this adjustment a federal tax levy? **No**
  - Does this adjustment require a linked authority? **Yes**
  - Should this adjustment collect for missed pay periods? **No**
  - Will this adjustment be used for a secondary direct deposit? **No**
  - Will this adjustment be calculated off of Check Date instead of Weekend Date for yearly max? **No**

**\*Note\*** The remainder of the questions within the adjustment setup can remain blank.

- Default Rules
  - Enter any default rules you would like applied to employees for this adjustment.

**\*Note\*** The state should be sending you a letter with the intended amount/percentage to be garnished from the specific employee's paycheck.

Therefore, you may want to keep the "Default Rules" blank within the adjustment setup.

164 items available

core adjustment setup

Adjustment: DOR

Adj Id: 182

Category: GROSS less earlier adjs (Dept of R)

Description: Department of Revenue

Hier: High Tech Staffing

Active:

default rules

Amount
25.00 % of Gross

additional setup

Will this adjustment be set up on the employee file?  Yes

Is this adjustment a federal tax levy?  No

Does this adjustment require a linked authority?  Yes

Should this adjustment collect for missed pay periods?  No

Will this adjustment be used for a secondary direct deposit?  No

Will this adjustment be calculated off of Check Date instead of Weekend Date for yearly max?  No

If this adjustment should show on an employee's W2, what box should it be in?

If this adjustment should show on an employee's W2, what should it be labeled?

What is the default maximum that should be taken out over a year?

What is the default maximum that should be taken out over a month?

What is the default maximum that should be taken out over a pay period?

What is the default frequency for this adjustment?

If this adjustment provides affordable healthcare coverage is

Once the adjustment has been setup as intended, select the "Save" option at the top left to complete the setup.

## Adding the DOR Adjustment to Employees

As stated in the previous section of this article, the state's Department of Revenue will send you a letter with the intended amount/percentage to be garnished from the specific employee's paycheck.

Therefore, when adding the adjustment to the employee, ensure you are entering the correct amount/percentage (for this example, it will be 25% of Gross).

Navigate to the Employee Record > Pay Setup > Adjustments and select the "+" to add a new adjustment.

Within the Adjustment Rule window, enter the intended Deduction Amount, the Amount Type (Percent or Dollars), and ensure that you are deducting from Gross Pay:

adjustment rule

adjustment amount

Enter an amount, an amount type, and from which total to deduct.

**Deduction Amount**

Amount: 25.00    Amount Type: Percent of

Deduct from total: Gross Pay

Set Maximum Deduction

Amount:    Amount Type: Dollars

Deduct from total:

Only apply this rule if all of the adjustment can be deducted

**when to apply this rule**

Always apply this rule     Only apply when a condition is met

Save

Once the information has been entered, select "Save".

Within the "Main" tab of the adjustment details, you will need to have selected an "Authority" and entered a "Sequence" of "1" in order for the DOR garnishment adjustment to calculate as intended:

**\*Note\*** The DOR garnishment adjustment will **not** calculate correctly if the following conditions are not met:

- An authority is **not** linked to the adjustment.
- Sequencing is **not** setup on the adjustment.

Regarding sequencing, while the state of Wisconsin may hold Child Support adjustments to a higher level of importance over DOR garnishments, you will need to setup the sequencing of adjustments as you see fit.

Please keep in mind that the aforementioned adjustments **must have different** sequencing values in order for the DOR garnishment to calculate as intended.

More information will be shared within the payroll examples later within this article.

adjustment amounts + ✎ ✕

Deduct Greater  Deduct Lesser

Amount	Adjustment	DOR	Note	
25.00 % of Gross	Description		Sequence	1
	Active	<input checked="" type="checkbox"/>	Date Served	12/19/2022
	Frequency	Weekly	Max Monthly	\$0.00
	Start Date		Max Yearly	\$0.00
	End Date		Max Lifetime	\$0.00
	Authority	Bullwinkle Authority	Period Max	\$0.00
	Case Number		Min After Calc	

Once the adjustment has been setup as intended, select the "Save" option at the top left to complete the setup on the employee record.

Once the DOR garnishment adjustment has been applied to all employees who need it, along with intended values/percentages, timecards are ready to be created and run through proofing & payroll.

## Calculating Payroll

Due to the complexity of the DOR garnishment adjustment, this section will contain four different examples of employees being run through payroll, based on their adjustment(s) setup.

### Example #1 - Calculates as Intended

**\*Note\*** The following example will result in correct payroll calculations of DOR garnishment adjustments.

For this example, our employee has the one DOR garnishment adjustment applied to their record:

zzSaharah zzRabton  
 111 TOWER STREET EAGAN, MN 55121  
 ID: 4296226256 SSN: xxx-xx-7563 Branch: High Tech NE

No tasks to display for your current filter settings  
 Currently viewing 0 of 2 tasks. View more...

tasks appointments social email

visifile  
 details  
 documents  
 integrations  
 evaluations  
 messages  
 pay history  
 pay setup  
 accruals  
**adjustments**  
 arrears  
 electronic pay  
 imputed income  
 rate sheet  
 taxes  
 tasks  
 search

employee  
 customer  
 order  
 assignment  
 contact  
 pay / bill  
 calendar  
 reports  
 all options

EINC	Adjustment	Description	Active	Sequence	YTD Total	Lifetime Total	MTD Total	WTD Total
0	DOR		X	1	\$0.00	\$0.00	\$0.00	\$0.00

adjustment amounts  
 Deduct Greater Deduct Lesser  
 Amount  
 25.00 % of Gross

Main Pay/Misc

Adjustment: DOR Note:   
 Description: Sequence: 1  
 Active: X Date Served: 12/19/2022  
 Frequency: Weekly Max Monthly: \$0.00  
 Start Date: Max Yearly: \$0.00  
 End Date: Max Lifetime: \$0.00  
 Authority: Bullwinkle Authority Period Max: \$0.00  
 Case Number: Min After Calc:

When running this employee through payroll, you will see the DOR garnishment adjustment taking the 25% of the gross (\$1000) and the check calculating without issue:

zzRabton, zzSaharah

zzSaharah zzRabton  
 111 TOWER STREET EAGAN, MN 55121

Tax Marital Status: Single  
 Tax Exemptions: MNSINGLE  
 USS \$0.00

BankID 0  
 BankID 0  
 BankID 0 Address 55

Weekend Bill 3/5/2023  
 Check Date 3/28/2023  
 Gross Wages \$1,000.00  
 Net Pay \$532.40

Wages	rate	units	this period	arrears
Reg: Regular Hours	\$25.00	40.00	\$1,000.00	
<b>Gross Wages</b>			<b>\$1,000.00</b>	

Employee Taxes

EFica	\$62.00
EMed	\$14.50
EmedSup	\$0.00
MNSINGLE	\$54.94
USS	\$86.16

Other Benefits

CFica	\$62.00
CMed	\$14.50
FUTA	\$6.00
MNFUTA	\$0.00
MNSUTA	\$3.00
<b>Total Employer Taxes</b>	<b>\$85.50</b>

Adjustments to Net

Department of Revenue	\$250.00
<b>Net Pay</b>	<b>\$532.40</b>

### Example #2 - Multiple Garnishment Adjustments w/Sequencing

**\*Note\*** The following example will result in correct payroll calculations of DOR garnishment adjustments.

For this example, our employee has multiple garnishment adjustments applied to their record, each with a different sequencing value:

- Sequence 1 for the generic garnishment (Garnish1) adjustment.

- Sequence 2 for the DOR garnishment adjustment.
- Sequence 3 for the other generic garnishment (Garnish3) adjustment.

The screenshot displays a payroll software interface for an employee named zzSanya zzRacer. The top header shows the employee's name, address (48 Ave, Saint Paul, MN 55101), ID (4296226447), SSN (xxx-xx-1259), and Branch (High Tech NE). A notification states "No tasks to display for your current filter settings" and "Currently viewing 0 of 2 tasks. View more...". The interface includes a navigation menu on the left with options like "visifile", "details", "documents", "integrations", "evaluations", "messages", "pay history", "pay setup", "accruals", "adjustments", "arrear", "electronic pay", "imputed income", "rate sheet", "taxes", "tasks", and "search". Below the menu, there are sections for "employee", "customer", "order", "assignment", "contact", "pay / bill", "calendar", "reports", and "all options". The main area features a table of adjustments and a detailed view for the selected adjustment.

EINC	Adjustment	Description	Active	Sequence	YTD Total	Lifetime Total	MTD Total	WTD Total
0	QA DOR3	WDOR	<input checked="" type="checkbox"/>	2	\$0.00	\$0.00	\$0.00	\$0.00
0	Garnish1	Generic garnishment	<input checked="" type="checkbox"/>	1	\$0.00	\$0.00	\$0.00	\$0.00
0	Garnish3		<input checked="" type="checkbox"/>	3	\$0.00	\$0.00	\$0.00	\$0.00

The detailed view for the selected adjustment (QA DOR3) shows the following information:

- Adjustment: QA DOR3
- Description: WDOR
- Active:
- Frequency: Weekly
- Start Date: 3/1/2023
- End Date: [Empty]
- Authority: Aident Authority
- Case Number: 123
- Note: [Empty]
- Sequence: 2
- Date Served: 2/28/2023
- Max Monthly: \$0.00
- Max Yearly: \$0.00
- Max Lifetime: \$0.00
- Period Max: \$0.00
- Min After Calc: \$0.00

The "adjustment amounts" section shows "Deduct Greater" selected and "Deduct Lesser" unselected. The amount is listed as "25.00 % of Gross".

When running this employee through payroll, you will see the following string of events:

1. The initial \$18.18 is deducted from the gross of the employee's check (\$1000) due to the generic garnishment adjustment having a sequence of "1".
2. The DOR garnishment adjustment now takes the 25% of the adjusted gross (\$981.82) for a total of \$245.46.

Wages		rate	units	this period	arrears	Other Benefits		this period
Reg: Regular Hours		\$25.00	40.00	\$1,000.00		Employer Paid Taxes		Amount
<b>Gross Wages</b>				<b>\$1,000.00</b>		CFica		\$62.00
						CMed		\$14.50
						FUTA		\$6.00
						PAFUTA		\$0.00
						PASUTA		\$34.50
						<b>Total Employer Taxes</b>		<b>\$117.00</b>
<b>Employee Taxes</b>								
EFica				\$62.00				
EMed				\$14.50				
EmedSup				\$0.00				
LSTM400423				\$0.90				
LSTS406602				\$0.00				
MNSINGLE				\$24.24				
PAEEUN				\$0.60				
PANA				\$30.70				
USS				\$86.16				
XPAD51029				\$10.00				
<b>Adjustments to Net</b>								
A generic wage garnishment				\$18.18				
Test DOR 3				\$245.46				
A generic wage garnishment				\$5.45				
<b>Net Pay</b>				<b>\$501.81</b>				

### Example #3 - Matching Authorities

**\*Note\*** The following example will result in correct payroll calculations of DOR garnishment adjustments.

For this example, our employee has multiple DOR garnishment adjustments with the same linked authority and proper sequencing:

zzSally zzRae  
5740 CHICAGO AVE  
MINNEAPOLIS, MN 55417  
ID: 4296225760  
SSN: xxx-xx-9012  
Branch: High Tech NE

No tasks to display for your current filter settings  
Currently viewing 0 of 2 tasks. View more...

tasks appointments social email

ENIC	Adjustment	Description	Active	Sequence	YTD Total	Lifetime Total	MTD Total	WTD Total
0	QA DOR2		<input checked="" type="checkbox"/>	1	\$0.00	\$0.00	\$0.00	\$0.00
0	QA DOR3		<input checked="" type="checkbox"/>	2	\$0.00	\$0.00	\$0.00	\$0.00

adjustment amounts

Deduct Greater  Deduct Lesser

Amount: 25.00 % of Gross

Main Pay/Misc

Adjustment: QA DOR2  
Description:   
Active:   
Frequency: Weekly  
Start Date: 3/1/2023  
End Date:   
Authority: zzTesting WI Authority  
Case Number:   
Note:   
Sequence: 1  
Date Served: 2/28/2023  
Max Monthly: \$0.00  
Max Yearly: \$0.00  
Max Lifetime: \$0.00  
Period Max: \$0.00  
Min After Calc: \$0.00

When running this employee through proofing payroll, you will receive the following proofing warning:

transaction proofing - error checking

error checking  
Error check complete.

The following errors were found

Approved	Employee	Customer	Error
<input type="checkbox"/>	zzRadcliff, zzSandy	Beach Side Cafe	Missing Sequence: Garnishment may be incorrect with Category of DOR
<input type="checkbox"/>	zzRae, zzSally	Aperture Science	Multiple DOR garnishments with same Authority. Amount garnished may result in an overpayment

Cancel < Back Next >

If the proofing warning is accepted, during payroll calculation, you will see the following:

1. The DOR garnishment adjustment with the sequencing of "1" will calculate first, with 25% being deducted from the \$1000 gross pay.
2. The second DOR garnishment adjustment with the sequencing of "2" will calculate second, with 25% being





the respective adjustment.

### Example #5 - Competing Sequence with Different Authorities

**\*Note\*** The following example is meant for educational purposes only and, if followed, will result in incorrect adjustment calculations.

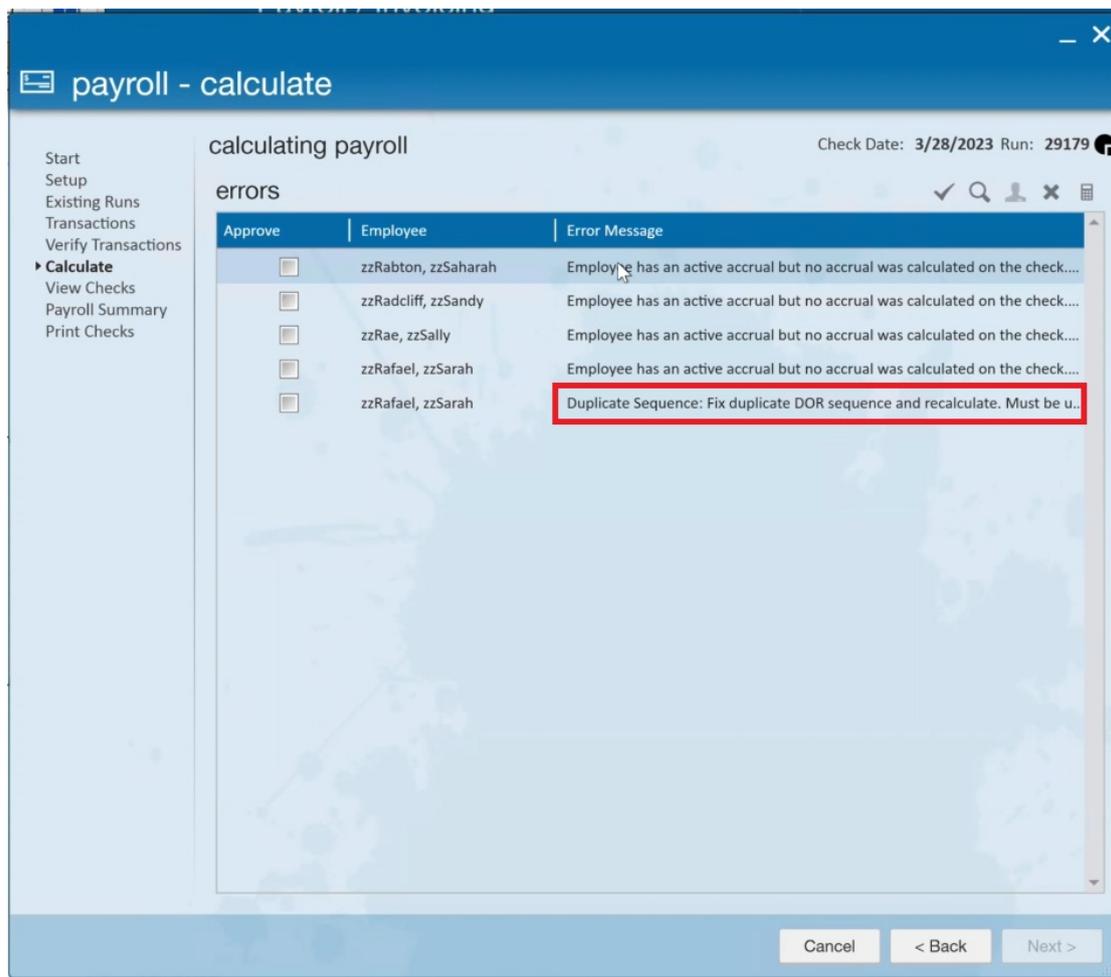
For this example, our employee has multiple garnishment adjustments with the same sequencing of "1":

The screenshot shows a payroll system interface for an employee named Sarah Rafael. The main table lists two adjustments:

EINC	Adjustment	Description	Active	Sequence	YTD Total	Lifetime Total	MTD Total	WTD Total
0	PettyCash		<input checked="" type="checkbox"/>	1	\$0.00	\$0.00	\$0.00	\$0.00
0	QA DOR2		<input checked="" type="checkbox"/>	1	\$0.00	\$0.00	\$0.00	\$0.00

The 'Sequence' column for both rows is highlighted with a red box. Below the table, the 'adjustment amounts' section shows a 'Main' tab with a 'Pay/Misc' sub-tab. The 'Amount' is set to \$10.00. The 'Adjustment' dropdown is set to 'PettyCash'. The 'Sequence' dropdown is set to '1'. The 'Date Served' is set to 2/28/2023. The 'Authority' dropdown is set to 'Ingham County'. The 'Case Number' is set to 123.

When running this employee through payroll, you will receive the following payroll error that states "Duplicate Sequence: Fix duplicate DOR sequence and recalculate. Must be unique to calculate properly.":



**\*Note\*** It is at this point that you must update the sequencing of adjustments on the employee record for the DOR garnishment adjustment to calculate as intended.

Due to this being an example, if you choose to approve the payroll error, you will see the following:

- Due to the conflicting sequencing, both garnishment adjustments calculate based on the \$1000 gross instead of calculating properly. Therefore, with this example, the DOR adjustment is calculating incorrectly as it should be calculating off \$990 (\$1000 - \$10 from the first garnishment adjustment). Instead, it is calculating off the original \$1000 gross.

zzRafael, zzSarah							
zzSarah zzRafael		Tax Marital Status		Single	BankID 0	Weekend Bill	3/5/2023
345 BEACH RD		Tax Exemptions		MNSINGLE	0	Check Date	3/28/2023
EAGAN, MN 55121		USS		\$0.00	55	Gross Wages	\$1,000.00
						Net Pay	\$522.40
Wages						Other Benefits	
	rate	units	this period	arrears			this period
Reg: Regular Hours	\$25.00	40.00	\$1,000.00		MN Sick Time		1.3320
			<b>Gross Wages</b>		<b>Employer Paid Taxes</b>		Amount
<b>Employee Taxes</b>							
EFica			\$62.00		CFica		\$62.00
EMed			\$14.50		CMed		\$14.50
EmedSup			\$0.00		FUTA		\$6.00
MNSINGLE			\$54.94		MNFUTA		\$0.00
USS			\$86.16		MNSUTA		\$3.00
						<b>Total Employer Taxes</b>	<b>\$85.50</b>
<b>Adjustments to Net</b>							
Small cash loan			\$10.00				
Test			\$250.00				
			<b>Net Pay</b>				<b>\$522.40</b>

**\*Note\*** As stated previously within this article, it is required that DOR garnishment adjustments be linked to an authority and have proper sequencing to ensure payroll is being calculated accurately based on the setup of the respective adjustment.

## Related Articles