



5.5 Garnishment of Pay

Policy Statement

Refer to the Policy Reason section.

Reason for policy

The University must comply with court-ordered garnishments of pay.

Procedures

Human Resources is the sole organization authorized to accept a summons of garnishment in the name of the University. Human Resources will notify the employee in writing of the impending withholding of the employee's earnings and then forward the summons to the Payroll Department. Payroll will cause the withholding of an employee's earnings in response to the service of a summons of garnishment.

In the event a designated court official should leave a summons of garnishment in a University of Georgia office other than Human Resources, the office receiving the summons should immediately contact Human Resources.

Additional contacts

Payroll Department: jcamp@uga.edu or 706-542-3431

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

Policy Contact: Sige Burden

Phone Number: 706-542-9756

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Policy Dates

Effective Date:

Date Last Updated: 07/26/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: