



HARRIS
School Solutions

QSSUG Finance/Personnel Committee
Child Support Garnishments Webinar
February 21, 2018

Child Support Garnishments

Q: Why are we here today?

A: “The Letter”

Child Support Garnishments

Overview

Child Support Garnishments

- Software developed in 2009 to help customers comply with a mandate from the California Department of Child Support Services (DCSS) requiring certain “companies” to submit California child support services payments by electronic funds transfer (EFT).
- Once initial setup is completed, including CASDU verification and certification, payments are sent to the California State Disbursement Unit (CASDU) using one of the following options:
 - Automated Clearing House (ACH) debit option
 - Automated Clearing House (ACH) credit option.
- Garnishment data is maintained using the Deductions (PD) and Child Support Information dataforms in Employee Maintenance.

Child Support Garnishments

Initial Setup (Financial System)

Financial System Initial Setup Tasks

- 1) **Set up a new Liability Object code** named Child Support, CA State Disbursement Unit, etc., that rolls up to Object 9500
 - Done in: Finance | Settings/Master Files | Chart of Accounts/Beginning Balances | Field Maintenance

Chart of Accounts 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Updated Successfully [CA-FIELD-DEF] Change

Field Maint. (FDUPDT) | Beg. Balance Upd (BBUPDT)

Field Maintenance | Transfer Desc | Global Desc | Dist Field Mapping

Field	ID	Size	Type	FY	Sig	Control	Link	Bal
1	Fund	3	Numeric	No	Yes	District		Yes
2	Resource	4	Numeric	No	Yes	District		Yes
3	Project Year	1	Numeric	No	Yes	District		Yes
4	Object	4	Numeric	No	Yes	District		No
5	SUB-OBJECT	2	Numeric	No	Yes	District		No
6	Goal	4	Numeric	No	Yes	District		No

Value	Name	Abbr.	Ref	Type	GL Type
8041	More Revenue Stuff	MREVST			
8092	PERS RLR	PERS RL			
9209	AR Set Up	ARSETU			
9210	AR Post	ARPOST			
9290	Special AR Post	SPARPO			
9511	STRS LIABILITY	STRS-LB			
9512	PERS LIABILITY	PERS-LB			
9513	SOCIAL SECURITY LIABILITY	OASDI-L			
9514	H/W LIABILITY	HW-LB			
9515	SUI LIABILITY	SUI-LB			
9516	WORKERS COMPENSATION LIABIL.	WC-LB			
9517	PERS-BO LIABILITY	PBO-LB			
9840	Revenue Control	Rev Ctl			CT - Control Object
9537	CA STATE DISBURSEMENT UNIT	CASDU	9500		

FDUPDT04 : Yr:2008 Dist:39 Site:0 GS: W 2/21/2018 2:16 AM

Financial System Initial Setup Tasks

- 2) **Validate a Liability account string** containing the new Liability Object set up in the previous task.
- Done in: Finance | Settings/Master Files | Account Maintenance

The screenshot shows the 'Account Maintenance' window for '39 - QSS DEMONSTRATION DISTRICT'. The 'Account Number' field is highlighted with a blue selection bar and contains the string '076-0000-0-9537-00-0000-0000-000000-000-0000'. Two red arrows point to this field from callout boxes. The left box says 'Use your Clearing Fund here instead of "076"'. The right box says 'New Liability Object'. Other fields include 'District: 39', 'Fiscal Year: 08', 'Status: Open', 'Pseudo Code', 'Rollover Flag: checked', 'Description', and 'State Code'. At the bottom, there are budget and balance sections and a status bar with 'ACUPDT : Y00YYYYW0YYYYYYYYYYYYYYYY', '\$GLOBAL N', and '2/21/2018 2:39 AM'.

Financial System Initial Setup Tasks

3) Set up clearing rules for the liability account string set up in the previous task.

- Done in: Finance | Settings/Master Files | Clearing Rules... | Clearing Rules (GLMT03) Tab
- Choose appropriate Fiscal Year and District | **EE PAY** Clearing Rules Tab
- Select a row with “Vol-ded class nn” in the description column and nothing in the Option or Clearing Account column
- Enter a value from the drop-down selection in the Option column (if desired), and the newly validated Liability account string from the previous step

In this example, Vol-ded Class 9 will be used since it's currently empty



Option	Description	VD Num	Clearing Account	Due from Obj	Due to Obj
	Vol-ded Class 1		- - - - -		
	Vol-ded Class 2		- - - - -		
	Vol-ded Class 3		- - - - -		
	Vol-ded Class 4		- - - - -		
	Vol-ded Class 5		- - - - -		
	Vol-ded Class 6		- - - - -		
	Vol-ded Class 7		- - - - -		
	Vol-ded Class 8		- - - - -		
	Vol-ded Class 9		- - - - -		
	Vol-ded Class 10		- - - - -		
	Vol-ded Class 11		- - - - -		
	Vol-ded Class 12		- - - - -		
	Vol-ded Class 13		- - - - -		
	Vol-ded Class 14		- - - - -		
	Vol-ded Class 15		- - - - -		
	Vol-ded Class 16		- - - - -		
	Vol-ded Class 17		- - - - -		
	Vol-ded Class 18		- - - - -		
	Vol-ded Class 19		- - - - -		
	Vol-ded Class 20		- - - - -		
	Vol-ded Class 21		- - - - -		
	Vol-ded Class 22		- - - - -		

Financial System Initial Setup Tasks

4) Set up the new Vol-ded for Child Support garnishments.

- Done in: HR Code Maintenance #2 | Payroll County | Voluntary Deductions
- Verify the Vol-ded number selected for Child Support garnishments isn't already being used
- HSS strongly suggests choosing a new, never-used Vol-ded number when implementing garnishments

Voluntary Deductions (VD) 39 - THE TRAIN USD QSS/OASIS

File Options

Vol-ded Codes: 0000 - TESTING THE GDS

Vol-ded Code: 0199

Name: CA State Disbursement Unit

Abbr: CASDU

Payee Name:

Address:

Line 2:

Line 3:

City: State: -- ZIP:

Class: 09 Global Def:

Other vol-ded number for payment: 0000 - Benefit Mapping Group: 0000

Payment Cycle: N VLD Override Processing Rule:

VLD System will print separate checks for each district/vol-ded

Yr: 2008 Dist: 39 Site: 00 GS: W 2/21/2018 5:24:04 AM

The value entered here MUST match the Vol-ded Class chosen in the previous step

Most customers will set Payment Cycle to "N" so a trailing warrant is NOT printed and the payment does NOT go through the Vol-ded payment system.

Child Support Garnishments

Initial Setup (Technical)

Initial Setup (Technical)

The Child Support Garnishment software works during the Payroll process to create the EFT file required by CASDU. Changes will be made to the following Payroll processes:

- PAYCALC
- PAYREPORT
- PAYUPDATE
- PAYSERVE

Your HSS Account Manager or Software Installer will work with you to get the above processes updated and tested prior to your go-live target date.

Child Support Garnishments

The EFTCTL Control File

EFTCTL

```

1 ; Configuration file EFTCTL
2 ; For controlling Child Support EFT transfers
3 ; and related programs.
4 ;
5 ; This version is for Sacramento COE.
6 ;
7 ; Edit History
8 ;
9 ; 01/28/2010 MJS Production file released.
10 ; 05/14/2010 MJS Add new DBA command.
11 ; 05/25/2010 mjw adjust with new info
12 ; 10/01/2010 MJW Enable for Di 99
13 ; 06/12/2013 WJG Adjust for Version L
14 ; 03/16/2015 MJW Turn Flags On
15 ; 06/09/2016 MJW Update CASDU routing/acct number
16 ;
17 ;

```

COMMAND DEFINITIONS
=====

```

21 ; DDJB: Information required by bank for first
22 ; file header record. Up to 6 DDJB entries
23 ; are allowed, but most banks typically require
24 ; just one. This data is similar to a "JOB"
25 ; card when doing batch processing.
26 ; DDFH: File header information.
27 ; DDBH: Batch header information.
28 ; DDTR: Transaction detail information.
29 ; DDBC: Batch control information.
30 ; DDST: Settlement information.
31 ; DDMS: Medical Support flag.
32 ; DDID: Employee SSN/ID flag.
33 ; DDBF: Block fill flag.
34 ; DDEI: FEIN information for LEA or district's under
35 ; LEA's jurisdiction.
36 ; DDBA: Controls whether a batch header record is generated
37 ; for each district, or if just one batch header is
38 ; generated for the entire file.

```

Command	Keyword	Size	Description
DDJB		----	----- "Job card" information required by bank. Typically this will be one line of information which will be the first record of the file header area...i.e. this is the first record in the file sent to the bank.
DDFH	DEST-ID	A-10	Blank in position 1, then 8 digit routing number for LEA's bank, then 1 digit check digit.
	DEST-NAME	A-23	Name of LEA's bank.
	ORIGIN-ID	A-10	Blank in position 1, then 9 digit FEIN for LEA.
	ORIGIN-NAME	A-23	Name of LEA.
DDBH	ORIGIN-ID	N-8	Routing number for LEA's bank without the check digit.
	ENTRY-DESC	A-10	Type of transaction -- always use "CHILD SUPP".
DDTR	TRAN-CODE	N-2	Use type 22, which means "credit to the checking account".
	ABA-NO	N-8	CASDU Routing number. This will be provided by the SDU once they have verified the test file.

EFTCTL

```

137 DDFH ORIGIN-ID 09100001 SACRAMENTO COUNTY OFFIC
138 DDFH ORIGIN-NAME 09100001 SACRAMENTO COUNTY OFFIC
139
140 DDBH ORIGIN-ID 09100001
141 DDBH ENTRY-DESC CHILD SUPP
142
143 DDTR TRAN-CODE 22
144 DDTR ABA-NO 09100001
145 DDTR ACCT-NO 09100001
146 DDTR TRACE 0000000000000000
147
148 DDBC ORIGIN-ID 09100001
149
150 DDST ABA-NO NONE
151 DDST ACCT-NO
152 DDST IDENT
153 DDST NAME
154
155 DDMS YES
156
157 DDID SSN-FULL
158 ;DDID EXTREF
159 ;DDID SSN-MASK
160
161 DDBF FILL
162
163 DDRA 099
164
165 ;DDEI 024 1200231006 GATEWAY CHARTER
166 ;DDEI 080 1946002484 ARCHOE
167 ;DDEI 083 1946027547 ELVERTA
168 ;DDEI 084 1946002510 GALT ELEM
169 ;DDEI 085 1942637043 SIA
170 ;DDEI 086 1946003346 NATOMAS
171 ;DDEI 089 1946002528 ROBLA
172 ;DDEI 090 1261773196 TWIN RIVERS
173 ;DDEI 091 1941637075 RIVER DELTA
174 ;DDEI 092 1946002509 GALT HIGH
175 DDEI 099 2946002536 SACRAMENTO COE
176

```

```

177 ;
178 ;
179 ; Vol Ded Ranges. If di=000, applies to all districts.
180 ; Up to 100 Vol Ded ranges can be processed.
181 ; Only the first default (deflt) for each
182 ; district or district '00' will be used.
183 ;

```

```

184 ; di from <to> deflt
185 VDN0 000 0199 0199 0199
186 ;VDN0 000 0003 0003 0056
187 ;VDN0 000 0010 0010
188 ;VDN0 000 0018 0018
189 ;VDN0 000 0040 0040
190 ;VDN0 000 0046 0046
191 ;VDN0 000 0056 0056
192 ;VDN0 000 0059 0059
193 ;VDN0 000 0088 0088
194 ;VDN0 000 0012 0013
195 ;VDN0 000 0032 0033
196 ;VDN0 000 0046 0052
197

```

```

198 ;
199 ; "Refund" Vol-Ded value. If di=000, applies to all districts.
200 ; Up to 100 Vol Ded values can be processed.
201 ; Only the first for a given district or '00'
202 ; will be used.
203 ; di Rfnd
204 ;VDRF 000 0056

```


EFICTL

205 VDRF 000 0199
206 ;
207 ;
208 ; Child support process on/off flag
209 ;
210 ;... di on/off
211 EFT 000 OFF
212 EFT 024 ON
213 EFT 080 OFF
214 EFT 083 ON
215 EFT 084 ON
216 EFT 085 ON
217 EFT 086 ON
218 EFT 089 ON
219 EFT 090 ON
220 EFT 091 OFF
221 EFT 092 ON
222 EFT 099 ON
223 ;
224

Child Support Garnishments

Entering Garnishments

Entering a New Garnishment

To enter a new Child Support garnishment, follow these steps in the order listed:

- Only new, **court-ordered** Child Support garnishments should be entered using these instructions.
- Begin by setting up the deduction on the employee's Deduction (PD) screen in Employee Maintenance. Be sure you're using the Child Support Vol-ded. The amount of the Vol-ded should be the total amount of all court-ordered Child Support garnishments for the employee. The Vol-ded frequency should match the normal deduction schedule for the employee's regular pay.
- Set up the case using the Child Support Information dataform in Employee Maintenance. The Vol-ded and amount will automatically transfer from the employee's PD screen. The Case Identifier is provided by CASDU. The percent will be 100% if the employee only has one case. Enter the court's case number in the Comment field. You can also add other information to the comment field if you wish.
- An employee could have more than one open case -- meaning different CASDU case identifiers. When this happens, the amount of the Vol-ded on the PD screen should be the total amount of support to withhold. The percent field can be used to portion amount for each individual case.
- The Comment field on the Child Support Information dataform must be unique. If you have a case with multiple entries, be sure to append something unique to each comment, such as "#1", "#2", etc.

Entering a New Garnishment

Child Support Garnishments

Adjustments:
One-Time or
Permanent

Child Support Adjustments

CAUTION! CAUTION! CAUTION! CAUTION! CAUTION! CAUTION! CAUTION!
WARNING! WARNING! WARNING! WARNING! WARNING! WARNING!

Adjustments are very tricky! Follow these notes/instructions exactly. Failure to do so EVERY TIME will result in incorrect EFT data and a considerable amount of messy data cleanup.

The two most common adjustments to garnishment amounts are:

- A reduction in the amount of support deducted for the employee due to changes in the employee's disposable income (one-time adjustment)
- A change to the court-ordered garnishment amount (permanent adjustment).

One-time adjustments can be made manually on the Adjustments tab. Enter a positive or negative (with minus sign) amount in the "Adjustment" field on the line for the case requiring a change. Save the data, then reload the employee and verify the adjustment entry now shows as "pending adjustments".

In order to make **permanent adjustments**, such as a change to the court-ordered garnishment amount:

- The current case **must** be Closed or Ended. This is true even if the Case Identifier and/or the Court Case number has not changed. To end the current case, change the percent for the case(s) to 0.00, then save the changes.
- Update the employee's PD screen with the new garnishment amount. **IMPORTANT: Do not make any changes to the employee's PD screen until the existing cases have been ended.**
- Once the employee's PD screen has been updated, set up a new case in Child Support Information with the Case Identifier and the Court Case number. If these numbers are the same as the previous case, use the Comment field to indicate the effective date of the change.

Child Support Garnishments

What Happens During a Payroll?

What Happens During a Payroll

What Happens During a Payroll

- During **paycalc**:
 - **pay180** (mode 1) extracts the garnishment records for this payroll into FMPAY180
- During **payreport**:
 - **pay228** reads FMPAY180 and generates the Child Support report for this payroll.
- During **payupdate**:
 - **pay008** reads FMPAY180 and posts the extracted records into *pay_ded_eft_t*. The records are posted with the “transmitted” flag set to “N”.
 - **pay218** reads the FMPAY180 file and generates the EFT file
 - **pay180** (mode 2) extracts records with a transmitted flag set to “N” from *pay_ded_eft_t* into FMPAY180
 - **pay008** reads FMPAY180 and re-posts the extracted records into *pay_ded_eft_t*. The records are posted with the “transmitted” flag set to “Y”.
 - **pay488** reads FMPAY180 and posts records to the G/L into the *control* table. **pay488** should not be run if the District/COE uses trailing warrants.
- During **paysave**:
 - Two files created during payupdate are saved:
 - FMPAY180 (Transaction file)
 - FMPAY218 (EFT file)

When software is installed, the customer determines which two-character prefix will be used when saving these two files.

Child Support Garnishments

Tips, Tricks & Cautions

Tips, Tricks & Cautions

- Once the approval process begins, CASDU will guide you all the way through to approval.
- One of the first tasks will be to obtain Case Identifier numbers (assigned by CASDU) for all current garnishments. You'll send an employee list to CASDU, they will process it, and you'll receive a file back with all of the Case ID's.
- You'll need to work with your bank, COE and County Treasury when deciding whether to use:
 - Automated Clearing House (ACH) debit option, where CASDU initiates the funds transfers directly, or
 - Automated Clearing House (ACH) credit option, where your bank initiates the money transfer to CASDU.
- Once the decision has been made, be sure to enter the correct Trans Code in EFTCTL.
- HSS **strongly** recommends choosing a Vol-ded number that has never been used for anything.

Tips, Tricks & Cautions

- When setting up an employee's Deduction screen, NEVER use a Deduction Frequency (or Schedule) code of "01". The Deduction Schedule for the Child Support Vol-ded should match the employee's normal deduction schedule for their regular pay.
- When using the Child Support Information dataform:
 - "Case Identifier" is supplied by CASDU
 - "Comments" is used for the Case Number assigned by the court.
- Once everything is set up and you feel you're ready to go live, you MUST do a final format check and verification with CASDU. This is typically done using fake data.
- You'll be given the final information for the EFTCTL file once you pass the final format check with CASDU.
- The "Comment" field on the Child Support Information dataform must be unique. If you have a case with multiple entries, be sure to append something unique to each comment, such as "#1", "#2", etc.

Tips, Tricks & Cautions

- Work with your bank, County Treasury, and COE to determine how they want the EFT file sorted.

Child Support Garnishments

Questions?

Feedback!

Child Support Garnishments

Quintessential School Systems

Home News Customer Education Products Related Sites About QSS Search

Home search...

Main Menu

- Home
- News
- Customer Education
- Products
- Related Sites
- About QSS
- Search

Quik Piks

- Consolidated Seminars and Webinars for 2017-2018 (QSSUG and HSS)
- Consolidated Seminars and Webinars for 2017-2018
- Customer Education Upload Page 2017-2018
- HSS/QSS and QSSUG Seminars and Webinars
- Consolidated Seminars and Webinars for 2016-2017 (QSSUG and QSS)
- QSS Users Group Annual Conference
- Latest news on migrations to Version L

Secure Support Login Form

To access secure areas of the website like the 'Secure Support' area, please login with your Customer ID as the Username and your password.

Username
mike

Password

Remember Me

Login

Forgot your password?
Forgot your username?

Quintessential School Systems

Home News Customer Education Products Related Sites About QSS Search

Home >> Customer Education search...

Main Menu

- Home
- News
- Customer Education
- Products
- Related Sites
- About QSS
- Search

HSS/QSS and QSSUG Seminars and Webinars

PDF | Print | E-mail

Current Schedule and Materials

- Consolidated Seminars and Webinars for 2017-2018 (QSSUG and HSS)
- Webinar Materials for 2017-2018
- Upload Page for Seminar and Webinar Materials 2017-2018

Popular

Child Support Garnishments

Date and Time (Pacific)	Workshop Title & Announcement Flyer Links	Sponsor, Workshop Type, Location	Presenter / Q/A for Webinars	QSSUG Member or HSS-sponsored Reg. Cost	QSSUG Non-Member Reg. Cost	Status (See Legend Below)
Wednesday February 21, 2018 10am-12 Noon	Child Support Garnishments Download flyer	QSSUG Fin-Per Webinar Give Feedback	Mike Smith	\$0.00	\$250.00	Open

