Office Memorandum

Date: February 12, 2018
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Agency Responsibility Upon Receipt of Garnishments

Statewide Payroll Services staff process garnishments for state employees. The term “garnishment” includes all types of garnishments, such as support orders, tax levies, bankruptcies, student loans, garnishment summons, and notice of levies. Most garnishment paperwork is delivered directly to Statewide Payroll Services. Occasionally, garnishment paperwork is delivered directly to state agencies.

Upon receipt of a garnishment, the agency must:

- Date and time stamp the documents; and
- Immediately forward all paperwork, including any checks for fees, to: deductions.mmb@state.mn.us or FAX to: 651-296-8325 or mail to: Minnesota Management & Budget
  Attn: Garnishments
  658 Cedar Street, Suite 400
  St. Paul MN 55155

If paperwork is not forwarded to Statewide Payroll Services promptly, the agency may be responsible for deductions that were not taken and any assessed fines/penalties.

Note: The Garnishment Cover Letter is no longer necessary. Agencies are only required to date and time stamp the documents prior to forwarding to MMB.

Reminder:
Agencies are responsible for answering garnishment questions from employees. HR/Payroll staff can look up garnishment details in SEMA4 for an employee. To review the Garnishment Information procedure, go to SEMA4 Help: Operating Policy and Procedure PAY0008 - Garnishment Information Procedure

Questions?
Agency Payroll, HR, or Accounting staff should contact deductions.mmb@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF