

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: GARNISHMENT OF PAY



UNIVERSITY SYSTEM
OF GEORGIA

Garnishment of Pay

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON GARNISHMENT OF PAY
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	JULY 1, 1983
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Policy Statement

The University System considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. Each institution shall establish procedures to counsel with employees whose failures to meet their personal financial obligations causes discredit to the institution. (See BOR Policy Manual regarding [Garnishment of Pay Policy](#))

This policy ensures that employees are informed of the expectation that they will manage their financial obligations in a manner that does not bring discredit to an institution of the University System and ensures that institutions will respond appropriately when notified of employee garnishments.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- None

Process and Procedures

To address garnishment of pay and the responsibilities of our campuses and employees.

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Each institution shall establish procedures to counsel with employees whose failures to meet their personal financial obligations cause discredit to the institution. Repeated instances of default in payment by employees of the University System, after appropriate counseling, shall be considered sufficient grounds to terminate for cause.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain policy, update as necessary, and provide guidance to institutions.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Establish procedures for complying with policy	See University System HR Officer Listing
Institution Payroll Officer	Establish procedures for complying with policy including timely processing of garnishments received.	Refer to institution directory.

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)

Related Documents and Resources (External)

- None

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