

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



UNIVERSITY SYSTEM  
OF GEORGIA

# Garnishment of Pay

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON GARNISHMENT OF PAY
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	JULY 1, 1983
<b>REVISED</b>	DECEMBER 2007

[Return to Human Resources Administrative Practice Manual Table of Contents](#)

## 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.

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

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

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Maintain policy, update as necessary, and provide guidance to institutions.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Establish procedures for complying with policy	See University System <a href="#">HR Officer Listing</a>
<b>Institution Payroll Officer</b>	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

[Return to Human Resources Administrative Practice Manual Table of Contents](#)