



Office Memorandum

Date: April 26, 2016
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Cost of Living Adjustments for Child Support

Some employees will notice a change in their child support deductions on the paycheck dated May 13, 2016. The change is due to child support Cost of Living Adjustments (COLAs) that are effective May 1.

If employees have questions about child support deductions, please refer them to their caseworker at the county. Counties notify employees of cost of living changes prior to sending notification to the employer, so employees should be aware of these changes.

HR/Payroll staff can look up garnishment (child support) details for an employee in SEMA4. Select Payroll > Garnishments > Create Garnishments - Active. This search page will retrieve the Garnishment Spec Data pages for an employee's *current* garnishments only. On the Garnishment Spec Data 1 page, note the information in the Garnishment ID, Received On and Garnishment Type fields. Click the Garnishment Spec Data 3 page tab to view the monthly obligation amount in the Garnishment field.

Agency Payroll and Human Resources staff should contact Statewide Payroll Services at deductions.mmb@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.