



Delivered by The NextGen Project

Payroll Processing: Retros/Garnishments

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Speakers



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Training session etiquette



Actively
participate in this
session



Avoid checking
email until break



Ask questions



Silence your
phones

Welcome

Audience

- Payroll Administrator
- Payroll Partner

Prerequisites

GA@WORK Basic Navigation

Duration

40 minutes

Safe harbor statement

Overview

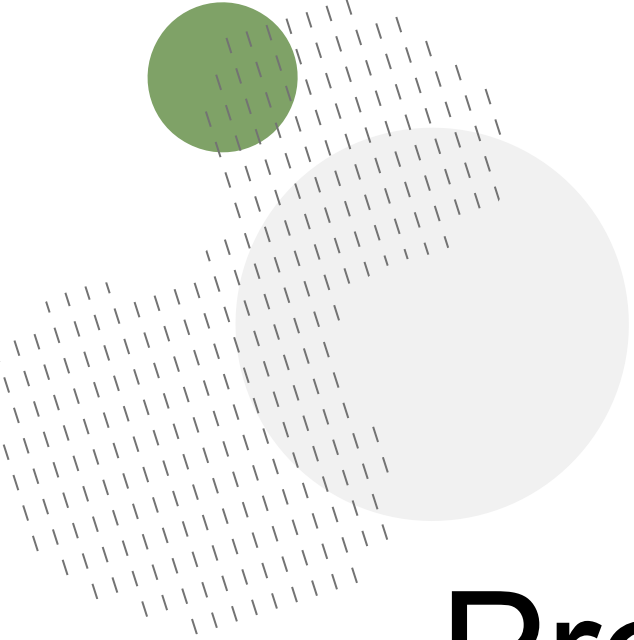
Today, we will participate in approved GA@WORK system training that covers standard workflows and processes. These processes may not always match how you performed the work before. That is expected during a system transition.

This is not agency-specific process training. We are covering enterprise standard workflows. You will not be logged in as yourself during class. You will be working in a training environment. You will not see your agency-specific data.

If you notice differences or gaps, please speak up. Share examples from your experience. We will capture these items, and our team will review them and provide follow-up guidance or solutions as needed.

Agenda

- 1 Processing retro payroll
- 2 Garnishments/withholding orders



Processing retro payroll

Objectives



After completing this module, learners will:

- Explain the driving factors for conducting retro payroll in GA@WORK
- Demonstrate the procedure for creating a pay input and retro payroll processing

Module key terms

The following are key terms for this module:

Terms	Definitions
Retroactive Pay (Retro Pay)	Compensation for work performed in a previous pay period that was not paid at the time (completed payroll in GA@WORK only, for supported retro events).
Retro Payroll Processing	The process of calculating and disbursing retroactive pay to employees.
Earning Codes	Codes used in payroll systems to categorize different types of earnings, such as regular pay, overtime, and bonuses.

Module overview

The following are reasons for retro payroll processing:

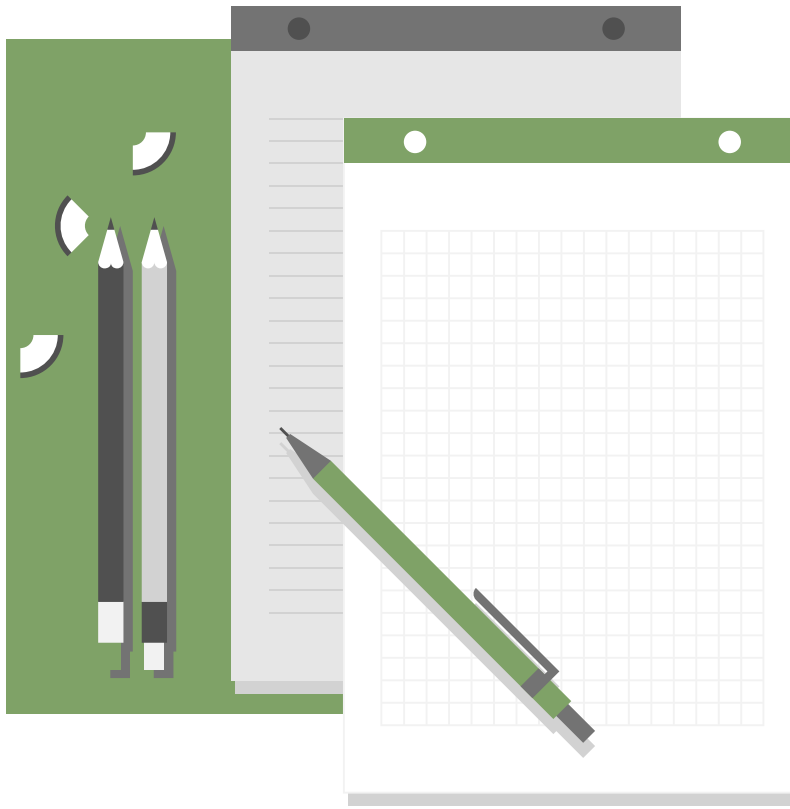


Pro Tip: Retro Pay can ONLY be processed from the beginning of GA@WORK!



System demonstration

This demonstration will walk you through doing a pay input as a Payroll Partner for a Retro Payroll.



Task included:

- Pay Input
- Retro Pay Recalculation
- Review Payroll Reports

Payroll reports for retro pay



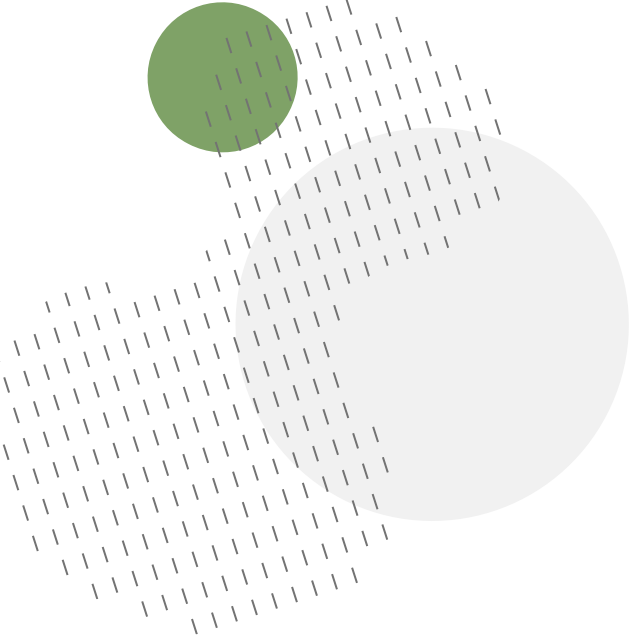
- Retro Pay Calculation Results for Group of Workers
- Retro Calculation Processing Report
- Retro Pay Calc Result Audit Summary Report
- Retro Pay Calculation Results for Worker

Module wrap-up

In this module, we explored the features of processing retro payroll in GA@WORK.

In this module, we learned:

- Ensuring payroll accuracy, regulatory compliance with retro payroll processing is a key function within GA@WORK.
- Retro payroll processing corrects errors, adjusts backdated changes, ensures compliance, maintains trust, and supports financial accuracy.
- Retro payroll processing can only go back to the first pay period completed in GA@WORK.



Withholding orders (Garnishments)

Objectives



After completing this module, learners will:

- Demonstrate how to record a withholding order.

Withholding orders tab

In the Pay Section of the Employee profile, Payroll Partners can access the Withholdings tab to:



Review

There are sections for all Withholding Orders and Active Withholding Orders.



Edit

Select a Withholding Order to Edit.



Record

Click Record to record a new Withholding Order.

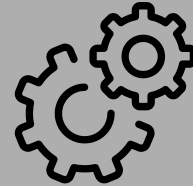
Recording a withholding order

When recording a withholding order:

Two paths to access:

Via the **Withholding Order tab** in the **Pay Section** of the **Employee Profile**

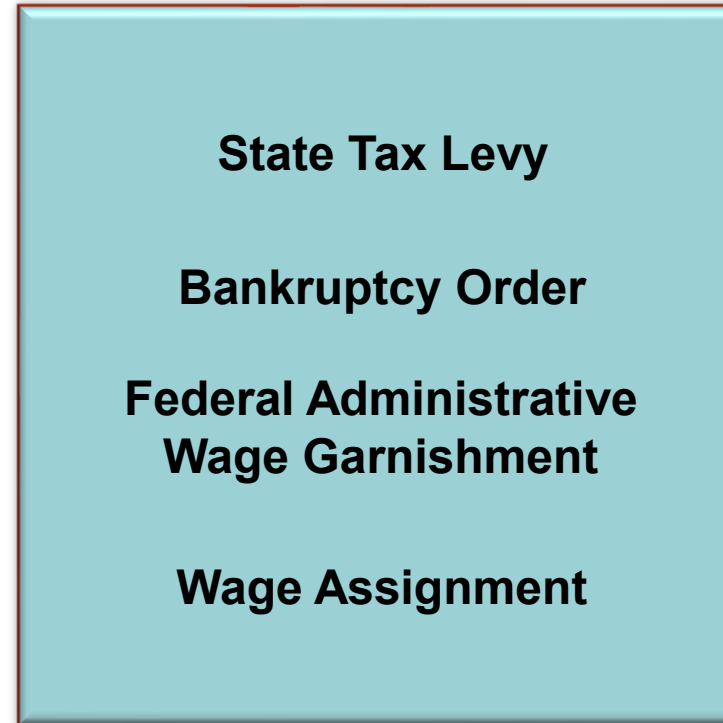
In **Actions / Payroll / Record US Withholding Order**



Pro Tip: The Type of Withholding Order must be selected to complete a Support Order.

Withholding order types

Withholding orders in GA@WORK can be selected by type, including:



Pro Tip: Garnishments are referred to as Withholding Orders in GA@WORK.

Module 3: Recording a withholding order

Tips when recording a Withholding Order:



01

Enter the required details from the Withholding Order.



02

Select the Deduction Recipient.



03

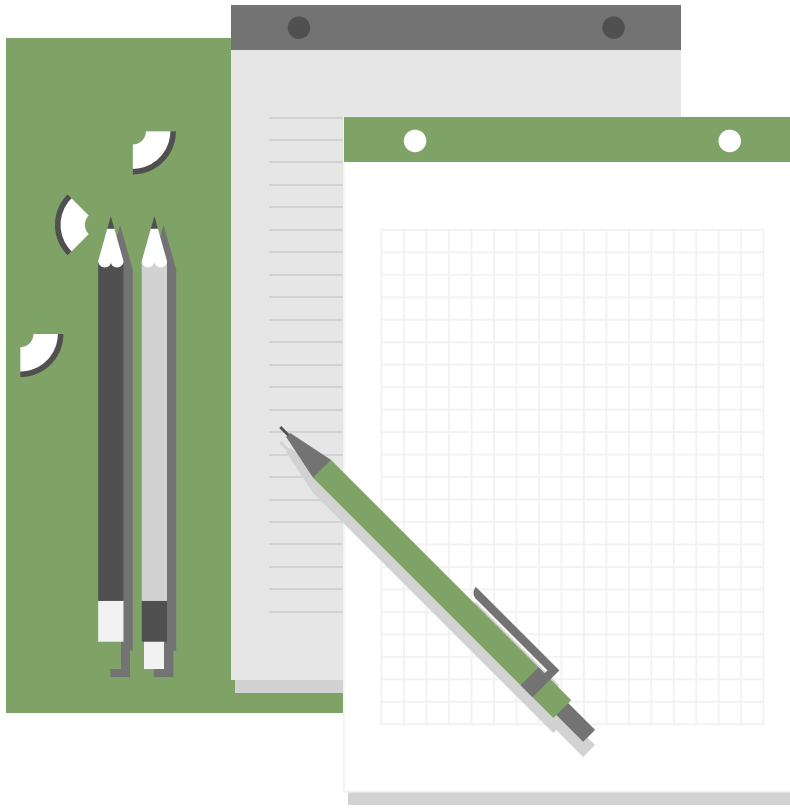
After recording the Withholding Order, re-calculate the Employee's Pay.



Pro Tip: If the Deduction Recipient is not found, Payroll Partners will initiate a request via the Request Framework that will be routed to Supplier Administrators for creation.

System demonstration

In this demonstration, a Payroll Partner will record a Support Order.



Task includes:

- Record a Withholding Order
- Recalculating and Employee's Pay Result

Payroll reports for withholding orders

- CR - PY - USA Withholding Order Results for Workers
- CRHCM - PY - SOG Garnishment Letter BIRT



Module 2 wrap-up

In this module, we explored the creation of withholding orders.

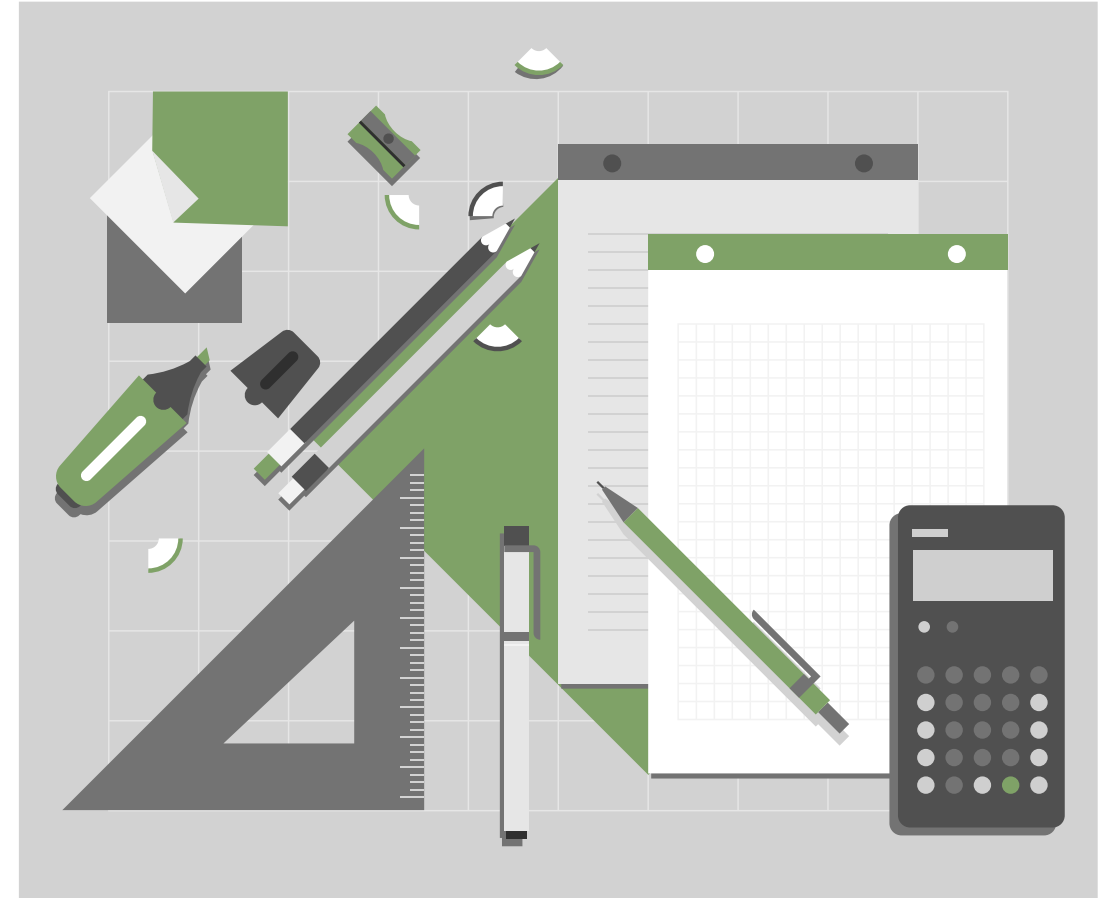
In this module, we learned:

- Withholding Orders are located in the Pay section of the Employee profile.
- The Withholding Orders tab displays both all Withholding Orders and Active Withholding Orders.
- Record Withholding Orders by entering details from the Withholding Order.
- Re-calculate the employee's Pay Results after recording the Withholding Order.

Wrap-up (1 of 2)

Today we learned:

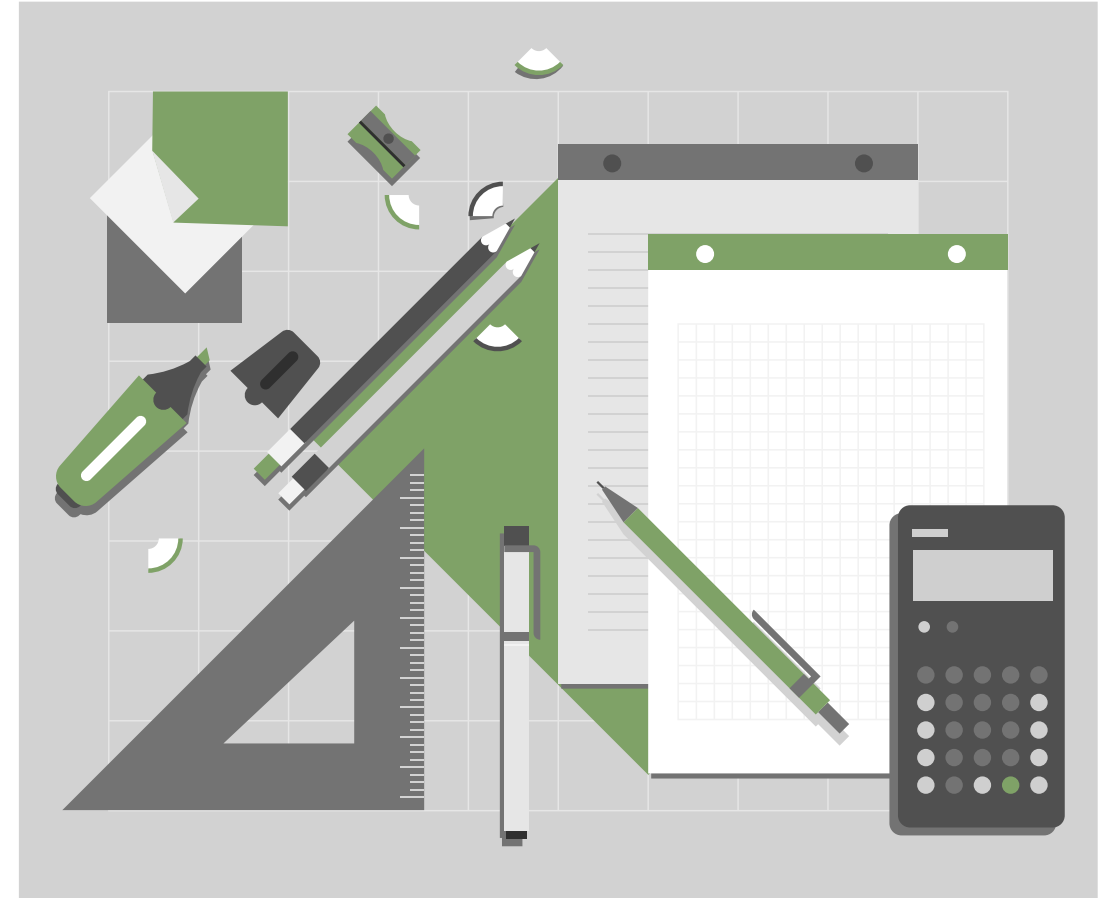
- Retro payroll processing can only go back to the first pay period completed in GA@WORK.
- On/off cycle and retro payroll each have their own pay inputs.



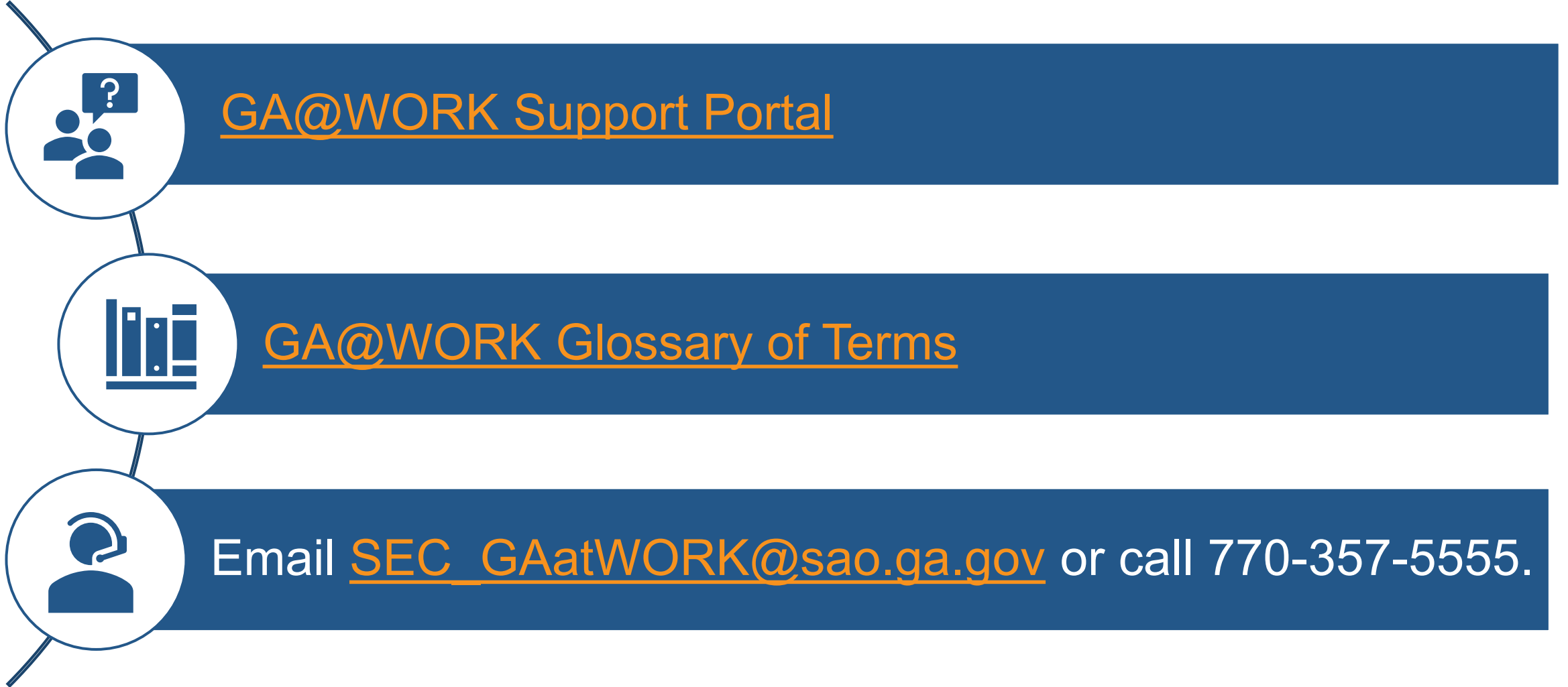
Wrap-up (2 of 2)

Today we learned:

- Withholding Orders are in the Pay section of the Employee profile.
- The Withholding Orders tab displays both all Withholding Orders and Active Withholding Orders.
- Record Withholding Orders by entering details from the Withholding Order.
- Recalculate the employee's Pay Results after recording the Withholding Order.



Additional related resources



GA@WORK Assistance

If you have additional questions about performing your role leveraging the content covered during this training:



Reach out to your **Manager**.



Your agency may also have **Super Users** available to help you with questions. Use the [NextGen Agency Resource Lookup Tool](#) to identify the Super User(s) at your agency.



Complete the [GA@WORK Learning Help Form](#).

Q&A

Let us know what questions you have.

What do you need help with?

What can we clarify?





*thank
you!*