

# Clarity - How to Set Up a Garnishment on an Employee's Net Pay

To set up a garnishment as a percentage of an employee's net pay, you will need to create a new payroll category, assign it to the employee, and assign a rate (percentage) to the employee's master paycard. Follow the steps below:

1. In Clarity, navigate to Setup > Payroll Settings > Payroll Categories.
2. Click the "+" button to create a new payroll category.
3. Select **"Add Deduction"**.
4. Enter the "Number", "Name", and "Abbreviation" to identify the new garnishment.
5. Change the "Type" to **'Formula'**.
6. Click **"Define Formula"**.
7. The formula should be +100% all earning codes and -100% all deduction and tax codes.
8. Click the checkmark icon to save your new payroll category.
9. Navigate to Employees > Master Paycard.
10. In the 'List' tab, double-click on the employee that you want to assign the garnishment to.
11. Navigate to the 'Deductions' tab.
12. Checkmark the new garnishment payroll category you created.
13. Highlight the garnishment payroll category.
14. Enter the percentage/factor/rate for the employee.
15. Click the checkmark icon to save your changes.

**Note:** Be sure to include this payroll category when you are processing payroll!