Acclaim - How to setup Garnishee with Netpay

Solution

Option 1:

1. Go to setup > payroll category.
2. Create deduction payroll category and define.
3. Type: Formula.
4. Define your percentage for net pay.

Option 2:

1. Go to Setup > Payroll Settings > Payroll Categories.
2. Click the **"Add"** button to create a new payroll category.
3. Select **"Deduction"**.
4. Enter the *"Number"*, *"Name"*, and *"Abbreviation"* to identify the new garnishment.
5. Change the *"Type"* to **'Formula'**.
6. Click the bottom beside 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 Setup > Employees > double click the employee to expand > go to Paycard TAB > locate the pay category > ensure that is checked and enter the percentage/factor/rate for the employee.
10. Click the checkmark icon to save your changes.