

DEARBORN ADMINISTRATIVE GUIDE

Section: Faculty and Staff  
Subject: Garnishments  
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A garnishment is a law suit against the Employer which directs the University to withhold and remit wages otherwise due the staff member. The University is liable for the payment if the court order is not followed.

The amount to be paid on a garnishment is prescribed by a formula established by Federal Law.

A garnishment continues in effect until the amount withheld equals or exceeds the judgment, interest and costs; or until 91 days after the garnishment is issued; or as otherwise ordered by the court.

The University is not liable for a garnishment to the extent that the University is required to satisfy another garnishment against the same person having a higher priority, such as an obligation to pay child support, a tax levy or any other garnishment.

Any person delivering legal documents for garnishment of a University of Michigan employee's wages should be directed to the Payroll Office in Ann Arbor. Under no circumstances should any employee accept such a document if it is presented to him/her.

**Tax Levy**

A tax levy is an order directing the University to withhold and remit all wages otherwise due the staff member except money already ordered by a court to be paid for child support through the employer or other exemptions allowed by law. The University is financial liable if it fails to follow the order.

**Wage Assignments**

The University does not accept any obligation to remit wages to a creditor in the case of a wage assignment. Also, the University does not accept any obligation to remit wages to a creditor where the debtor has used present and future earnings as collateral for a loan as provided for in the Regulatory Loan Act of 1963, P.A. 1939, No. 21, Section 17; MCL 493.17.

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**Assignments for Benefit of Creditors**

In certain cases, the University, at the initiation of an employee, may be required to pay, on the order of a court, wages due an employee to the court for distribution to the employee's creditors.

**Travel & Hosting Advances**

Any advance not reconciled within 30 days of completion of the trip or event will be deducted from the requester's next paycheck. Individuals who require payroll deduction will not be eligible for advances in the future.

Further information may be obtained in the [Standard Practice Guide, Section 501.4-1](#).