KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM BUSINESS PROCEDURES MANUAL

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Effective: July 1, 2010

Supersedes: Procedure 5.7 dated July 15, 2006

Applies To: System Office and Colleges

Procedure Responsibility: Payroll

Court Ordered Deductions

Section 5.7.1 – General

Section 5.7.2 – Employee Contact and Communications

Section 5.7.3 – College Processing Requirements

Section 5.7.4 – Lump Sum Payments with Child Support Orders

Section 5.7.1 – General

Payroll is required to withhold amounts from an employee's compensation to satisfy a court order. Deductions ordered by courts such as child support, state and federal tax levies, garnishments, delinquent student loans, and court judgements are very time sensitive and confidential. Payroll must remit the stipulated amount per the court order up to the maximum allowed by law. Tax levis must be satisfied before all other garnishment orders, except child support withholding orders.

Section 5.7.2 - Employee Contact and Communications

College or System Office personnel should not discuss any aspect of the court ordered deduction with the employee. KCTCS Payroll will notify the employee of the deduction. Any questions by the employee or other personnel should be directed to KCTCS Office of Payroll staff. Failure to maintain confidentiality regarding employee court mandated deductions could result in legal action and/or disciplinary action.

Section 5.7.3 – College Processing Requirements

All court ordered deduction paperwork should be sent to the KCTCS Office of Payroll for processing. The paperwork (please include the envelope it was sent in) is time sensitive and should be sent no later than the next business day after receipt. A copy of the paper work should be scanned to e-mail and sent to the KCTCS Office of Payroll the day the paperwork is received to ensure timely processing. Should scanning to e-mail not be available, a fax to (859) 256-3120 may be sent as long as prior notification via a call or seperate email is sent to the KCTCS Office of Payroll notifying them of the incoming fax. The preference to ensure confidentiality is to scan to email versus faxing.

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Section 5.7.4 – Lump Sum Payments for employees with Child Support Orders

Effective January 1, 2006 the Kentucky Revised Statues (KRS) 405.465 require employers to contact the Cabinet for Health and Family Services (CHFS) of lump sum payments of \$150.00 or more to be made to an employee who is currently under an active child support order. In such instances, an e-mail should be sent to KCTCS Office of Payroll that includes the following information:

Employee Name
Social Security Number
Employee ID Number
Amount of Lump Sum Payment
Reason for Lump Sum Payment
Tentative Date Payment is to be paid

KCTCS Office of Payroll will contact the CHFS of the payment. Under normal conditions KCTCS Office of Payroll staff should receive notification back from CHFS within three business days. Once KCTCS Office of Payroll staff have received a response from the CHFS the college will be notified when the payment may be paid.

END OF PROCEDURE