

AWG WORKSHEET INSTRUCTIONS

Use the AWG WORKSHEET to calculate the amount of withholding for each pay period. At the top of each sheet, identify the **type of pay period** (e.g., weekly, bi-weekly, monthly, etc) and the **end date of that period** in the spaces indicated.

LINE 1: For purposes of the Wage Garnishment Order, “disposable pay” means the employee’s compensation (including but not limited to, salary, overtime, bonuses, commissions, sick leave and vacation pay) from an employer after the deduction of health insurance premiums and any amounts required by law to be withheld. Proper deductions include Federal, State and local taxes. State unemployment and disability taxes, social security taxes and involuntary pension contributions. They **do not include** voluntary pension or retirement contributions, union dues or amounts withheld pursuant to a court order and the like. Also, be sure that you do not **subtract other garnishments** as these are considered instead on LINE 7 of the AWG Worksheet.

LINE 2: Under 20 USC 1095a(a)(1), the amount deducted for any pay period may not exceed 15% of disposable pay, unless the individual consents in writing, to a greater percentage.

LINE 3: The Consumer Credit Protection Act (15 USC 1671 et. Seq.) provides that, except in certain limited circumstances, the maximum part of the aggregate disposable earnings of an individual for any workweek which is subject to garnishment may not exceed 25%.

LINE 4: Be sure to enter the correct Federal Minimum Hourly Wage.

LINE 5: The Consumer Protection Act excludes from garnishment a “floor” level of disposable pay per workweek in an amount equal to 30 times the Federal Minimum Hourly Wage. Assuming a minimum wage of \$7.25 per hour (as of July 24, 2009), line 5 is, for example \$217.50 if the employee is paid weekly; \$435.00 if the employee is paid every other week; \$471.25 if the employee is paid twice per month and \$942.50 if the employee is paid monthly.

LINE 7: If the employee is subject to multiple garnishments during a pay period, federal law may limit your ability to withhold, for that pay period, the full amount called for under the Order. For further information, please refer to the section in your Handbook on “Multiple Withholdings”.

LINE 9: Of the amounts calculated in Lines 2, 6 and 8, insert here whichever amount is lowest.