



Santa Clara County Office of Education

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County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-037

Date: August 30, 2011

To: District Fiscal Directors
District Personnel and Payroll Managers

From: Cathy McKim

Re: Garnishment Processing and Terminated Employees

The purpose of this bulletin is to remind you that it is imperative that inactive employees be terminated in the QSS system. As you may recall, in April 2011, Nimrat communicated with the District Fiscal Directors the importance of terminating employees within the QSS System. The importance of this process is especially highlighted during our garnishment process; furthermore, using the actual termination date becomes crucial.

For purposes of garnishing wages, *"all orders remain in effect for one year from the termination date"*. Therefore, if an employee is active in the system, we must attempt to garnish their wages during each payroll period. Once an employee is terminated in the system, we must attempt to garnish wages for every pay period for one year from the termination date.

Feel free to contact me if you have questions.

Please share this information as deemed appropriate.