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[Home](#) > Collections and Garnishments

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## Policy Contents

- [Policy](#)
- [Related Information\\*](#)

## Policy Information

**Effective Date:**

October 1, 2006

**Last Revised Date:**

April, 2015

**Reference:**

Classified Staff Human Resources Policy Manual 415.0

University Handbook for Appointed Personnel 206.16

**Responsible Unit:**

Financial Services Office, Payroll

**Phone:**

(520) 621-9097

**Email:**

[payroll@fso.arizona.edu](mailto:payroll@fso.arizona.edu) [1]

## Policy

All employees are expected to conduct their personal business affairs in a manner that will not bring discredit to the University. The University will not serve as agent for the collection of indebtedness claims against employees and complainants. Only those claims that are presently collectible under the law will be honored.

## Garnishments

Garnishments against earnings issued by Arizona courts will be honored in accordance with their terms. Garnishments obtained by creditors are served by courts directly to the Financial Services Office.

The Payroll Department of the Financial Services Office will withhold or make payroll deductions from the affected employee's paychecks when notified by the appropriate authority in accordance with a garnishment, judgment, or court order that authorizes the University to withhold or deduct wages.

## Related Information\*

Financial Services Office, Levies and Garnishments [2]

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### Source URL:

<http://tobaccofree.arizona.edu/employmenthuman-resources/collections-and-garnishments>

### Links

[1] <mailto:payroll@fso.arizona.edu>

[2] <http://www.fso.arizona.edu/payroll/employees/levies>