

# STATE CONTROLLER POLICY

## EMPLOYEE WAGE ATTACHMENTS

### Authority

CRS 24-30-202 requires the State Controller to manage the finances and financial affairs of the state. To assist with this task the State Controller issues guidance in the form of policies and procedures for state agencies.

### Background

This policy was developed in response to questions and issues raised concerning employee wage attachments. Wage attachments take many forms including: Wage Assignments, Writs of Continuing Garnishments, Defaulted Student Loans, and employee Tax Levies received from the IRS or the Colorado Department of Revenue. They may be served upon anyone in a state agency, but are normally served upon a payroll/personnel officer. Wage attachments are time sensitive and require immediate action. This policy was developed to give specific guidance to state agency payroll/personnel officers when they become aware that a wage attachment has been served.

### Policy

The State Controller's Office Central Payroll Unit (CPU) will be notified immediately when a wage attachment is served upon a state employee paid through the Colorado Payroll/Personnel System (CPPS). This shall be accomplished by calling the CPU at 303-866-5804 **and** by faxing the first two pages of the document to the CPU at 303- 866-4138.

Once the CPU has been notified, the original wage attachment and all other relevant material will be forwarded to the CPU as soon as possible. Included with this information is the name and phone number of a specific person to contact at the state agency should questions arise concerning the information received.



---

Arthur L. Barnhart  
State Controller

Questions concerning this policy or any questions concerning Central Payroll should be directed to the Central Payroll Unit in the State Controller's Office. Legal questions should be directed to the Office of the Attorney General or the designated Special Assistant Attorney General for your state agency or institution.