THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Alaska Commission on Postsecondary Education

CUSTOMER SERVICE CENTER

P.O. Box 110505
Juneau, Alaska 99811-0505
Toll Free: 800.441.2962
In Juneau: 907.465.2962
TTY: 800.770.8973
Fax: 907.465.5316
acpe.alaska.gov

Wage Garnishment Worksheet

- ELIGIBLE FOR INCREASED EXEMPTION -

The purpose of this worksheet is to provide assistance in calculating the correct amount to be deducted from an employee's disposable pay each pay period. Disposable pay includes, but is not limited to salary, overtime, bonuses, commissions, sick leave, vacation pay, and leave cash-in.

The worksheet must be completed and returned to ACPE with the initial garnishment. If no payment is forthcoming, you are still required to return to the completed worksheet to ACPE to document the employee's earnings. It is recommended that employers complete a worksheet for each remitted payment to document the amount garnished was calculated correctly.

In the event the *employee's disposable pay amount changes*, you must submit a new worksheet showing the re-calculation. The exemption amount listed in Section 7 on the following page may not be changed unless written notification is issued by ACPE.

How to submit this form electronically:
Complete this form and remit the appropriate payment to ACPE at the address listed above. A copy of this worksheet must be submitted to ACPE. Include this worksheet with the payment, or email the worksheet separately by clicking the 'submit' button at the bottom of page 2.

Please save a copy of the completed worksheet and all future worksheets for your records.

If you have any questions or need assistance completing the Wage Garnishment Worksheet, please contact ACPE at the phone number listed above.

Employee Name: _____

Account Number: _____

Employer/ Business Name: _____

PAY CALCULATION METHOD (Check all that apply):		
☐ Salaried	☐ Hourly	☐ Seasonal
☐ Other (explain in the space provided)		

Name: _____ ACPE Account #: _____

DISPOSABLE INCOME COMPUTATION:

1.	Gross earnings this pay period (From _____ to _____)			
	Pay frequency: ☐ Monthly ☐ Semi-monthly ☐ Bi-weekly ☐ Weekly			
2.	Amount withheld			
	a.	Federal income tax	$ _____	
	b.	FICA (social security)	$ _____	
	c.	Medicare	$ _____	
	d.	Supplemental benefits (SBS)	$ _____	
	e.	Unemployment insurance (ESD)	$ _____	
	f.	Mandatory retirement or pension plan	$ _____	
	g.	Other mandatory deductions --Include only involuntary deductions (explain):	$ _____	
3.	Total allowable deductions from 2a through 2g above:			- $ _____
4.	Disposable income (subtract line 3 from line 1)			= $ _____

WAGE GARNISHMENT AMOUNT COMPUTATION

5.	From line 4, calculate the employee's disposable income per week. Paid Monthly Disposable Income (line 4) _____ / 4.3 = Paid Semi-Monthly Disposable Income (line 4) _____ / 2.17 = Paid Bi-Weekly Disposable Income (line 4) _____ / 2 = Paid Weekly Enter the entire amount from line 4..... =	
6.	Multiply the disposable income (line 5) by 25% (per Alaska Statute 14.43.147). Disposable Income (line 5) _____ x 25% =	
7.	Use the disposable income (line 5) and subtract $743 (the exemption amount per regulation 8 AAC 95.030(d)). If the amount is negative after this calculation, enter zero. Disposable Income (line 5) _____ - $743.00 =	
8.	Enter amount from line 6 or 7, whichever is smaller. **<u>If the amount in line 7 is zero, then the employee did not earn enough for a garnishment this pay period.</u>**	
9.	Multiply line 8 by the applicable number below. This is the amount you will remit to ACPE for this pay period, unless there is a higher authority garnishment in place. Paid Monthly Disposable Income (line 8) _____ x 4.3 = Paid Semi-Monthly Disposable Income (line 8) _____ x 2.17 = Paid Bi-Weekly Disposable Income (line 8) _____ x 2 = Paid Weekly Enter the amount from line 8..... =	
10.	Higher authority garnishment? Type: _____ Amount:	_____

If there are no other garnishment orders, remit the amount from line 9 - *OR* -
If there is a higher authority garnishment, subtract line 10 from line 9 and remit that amount.

Click here to submit