Third Party Payment

Third party payments for garnishments

Garnishments or child support payments can be made via check or ACH payment. Adding a third party payment via a check for a garnishment will appear in the drop-down under Client Payee on the Employee Garnishment screen.

Client Payee will generate a check with each payroll for you to send to the appropriate agency. These third parties must be setup prior to accessing the employee garnishment screen.

ACH Payee will generate an ACH payment to the agency. Infinisource has a relationship with many states and is in the process of working with others to meet their standards. Select the appropriate state and the agency will appear in the drop-down. Any agency that appears in the list has a tested ACH process with Infinisource. If you do not see a state agency that you need, add a third party payee to generate a check for this child support or garnishment.

If you do not see a state agency that you need, add a third party payee to generate a check for this child support payment.

For further instructions on the adding garnishments for an employee, navigate to the employee garnishment screen.
Creating Third Party Payment

Navigate to Client Management, Payroll, Third Parties

To add a new third party, click Add New. The steps are simple:

1. Enter the Third Party information
2. Enter the Address of the third party. If paying by check, the address will print on the check for your convenience.
3. Add Contacts information, if you have any.
4. Add information about the Payment

Garnishment Third Party Information

Third Party Name: Add the third party or agency for this garnishment payment. The name will display on the check as the payee and on the garnishment screen to connect the third party to the appropriate payment.

Third Party Type: Select Garnishment Payee. When this option is used the payment will be available in the payee section of the Employee Garnishment screen.
Third Party Screen:

On the Employee Garnishment screen, click **Client Payee** to view the third parties you have entered in the drop-down.

⚠️ **Do not** select a Third Party Code or Partner. These fields are not to be used for Garnishment payments.

**Benefit Provider** - This type of provider may be used along with the Infinisource benefits functionality. During the configuration of the benefits module payees will be added by the Infinisource Benefits Specialist if applicable.

**Other Third Party** - This option is used for deductions that are not tied to a benefit or garnishment such as charitable contributions. Infinisource will configure this option for you.

⚠️ **NOTE:** Please contact Infinisource Customer Support if you need to add a third party for a benefit or deduction. Infinisource will configure this third party option for you.
Third Party Payment

The **Address** section will be available to be completed when the **Add Address** box is checked. Once selected, the street address, city, state and ZIP code may be entered. This information will display on the check if the Payment Option Individual or Combined check is chosen.

**Payment Information** - Select **Add Payment Information** to make the fields in this section editable.

Payment options for garnishment payees should be limited to check options only. If a combined check is used, additional reports may need to be sent along with the payment. Please review the Garnishment Check by Payee as an option for this supporting documentation.

The **payment options** will consist of the following:

**Individual ACH:** Can be used for benefits such as an HSA where each employee will have their own account. Do not use for garnishment payments. Garnishment payments via ACH must have additional information in an addenda record. This information cannot be added on the third party screen.

**Individual Check:** A check will be created for each employee that has this deduction.
**Combined Check:** A check will be created for the total amount of all employees with this deduction. An additional report may need to be sent along with the combined check to be certain each employee payment is identified. Please review the garnishment report *Garnishment Check by Payee* that may provide you the needed information.

The **Payment Schedule** will determine when the third party payment should be created. For garnishments, this should be every pay.

No data is to be entered in the **Check Reference** field for garnishment checks. The information entered on the Employee Garnishment screen in the case number field will print on the check.

The **Transit Number, Account Number and Type** are disabled for garnishment checks.

The **Add Contact** box will need to be checked to complete the contact information. Once the box is checked, the first name, last name as well as any phone numbers and email information may be entered.

**Reports**

The payroll register will display all third party payments on the last page of the register.

ACH payments will also appear on the last page of the direct deposit register.
Payments by check will appear at the bottom of the check register.

Below is an example of how the payment check may appear:

Check reference (circled in red) from the Employee Garnishment screen.