

# Adding a Child Support

The screenshot shows the 'Evolution 7.5.77.9 [maxx-app1] - Employee - Scheduled E/Ds' window. The top status bar displays: Last: Cross, First: Chris, SSN: 123-45-2329, EE#: 10, E/D Code: G90, Type: DQ, Desc: Child Support, Company: Simple Company D, Number: PMX-D. Below this, there are navigation buttons for '< Prior' and 'Next >'. A table with columns 'Custom case nu...' and 'Priority number' contains one row with values '999999' and '1'. Below the table are input fields for 'Priority Number' (1), 'Case Number' (999999), and 'Origination State' (Ne). There are also radio buttons for 'Arrears' (Yes/No) and 'St Medical Ins Eligible' (Yes/No/Not Applicable). A 'FIPS Code' field is also present. The bottom status bar shows 'Task Queue: 26 New Finished; 40 Total; 40 Finished', 'UserID: marykay', 'Recd: 2.86M 11.2M/sec', 'Sent:35.59K', and a taskbar with various icons and the time '11:24 AM'.

## On the Child Support Cases tab

Add (green plus in middle of screen)

**Priority Number** – Always 1 for a child support

**Case Number** – Enter the case number from the child support order.

**Origination State** – State of origin of the order.

## On the Details 1 tab

Add (green plus)

**E/D code** – Use drop down arrow to select. (G91=Child Support ...)

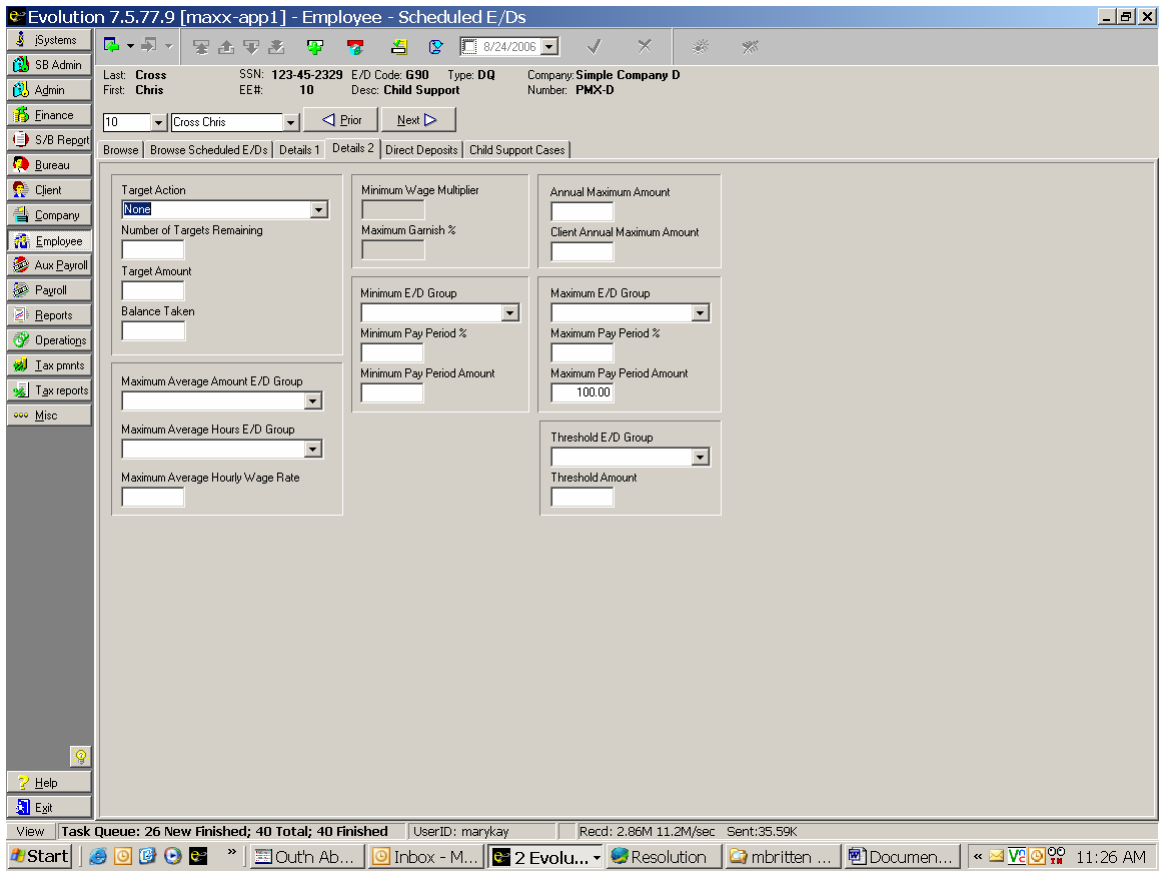
**%** - Enter percentage referenced on the child support order.

**Agency** – Use drop down arrow to select if applicable.

**Effective Start Date** – Must be a date within the pay period that you want the deduction to start.

**Child Support Case** – Select from drop down.





**On the Details 2 tab**

**Maximum Pay Period Amount** – Enter the dollar amount per pay period displayed on the child support order.

- Save (green check)
- Commit (yellow sun)

