

## Setting Future Deductions Amounts/Percentage

### To Set the Future Deduction Amount or Percentage (see Figure 1):

1. In an open payroll, click Employee Maintenance and then select the correct employee from the drop down list.
2. Click [Voluntary Deductions](#) and select the appropriate deduction code (if setting up a new deduction for a future payroll, you will need to click the 'add record' and then select the new deduction).
3. Enter the future deduction amount in the **Next Amount** field or enter the future deduction percentage in the **Next Percent** field.
4. Enter the effective date for the future deduction amount or percentage in the **Next Effective Date** field. (This is the check date that the new rate/percentage is to become effective.)
5. Click the Save button.

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support@ioipay.com

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IASAL 1680 Albright, Anthony A

Employee Deductions

**1. Make sure you select the correct employee first**

**2. Click Voluntary Deductions**

**3. Enter Future Deduction Amount or %**

**4. Enter Future Deduction Effective Date**

**5. Click Save**

voluntary deductions

Voluntary Deduction Description  
401k - 401k Dollar Wit

Amount	Percent	Limit	Original Limit	Arrears

Optional Parameters:

Behavior: Fixed amt  
Frequency: Every pay

Rank: Take  
ID: CS State

Allow: Yes  
Vendor:

General Ledger Override: General Ledger  
CU-OL Default: CU-OL Default Override

Future Effectivity Options:

Next Amount	Next Percent	Next Limit	Next Effective Date
New Values: \$25.00			09 01 2011

Cancel Previous Next Save

Figure 1 –Next Amount/Percent and Next Effective Date