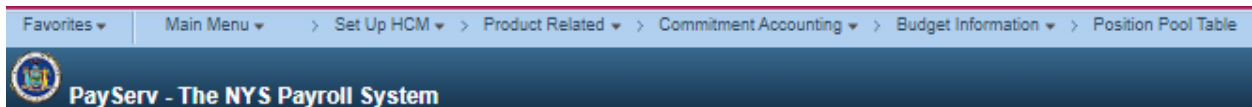


Add New Position Pools

The PayServ **Position Pool Table** is used to maintain position pools for agencies. On this table, the user can add new position pools, update existing position pool effective dates and descriptions or inactivate pools.

- To add a new Position Pool, go to: **Set Up HCM> Product Related> Commitment Accounting> Budget Information> Position Pool Table.**
- Leave the default Set ID as SHARE
- Select the **Add a New Value (1)** tab.
- Enter the **Department (2)** and the new **Position Pool ID (3)**. The **Lookup feature (4)** displays all Departments available to the user. The user is able to enter in any alphanumeric position pool id.
- Click **Add (5)**.



Position Pool Table

A screenshot of the "Position Pool Table" form. At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". A red arrow labeled "1" points to the "Add a New Value" tab. Below the tabs are three input fields: "*Set ID" with the value "SHARE", "*Department" with the value "02000", and "*Position Pool ID" with the value "OSC". A red arrow labeled "2" points to the "*Department" field. A red arrow labeled "3" points to the "*Position Pool ID" field. A red arrow labeled "4" points to a magnifying glass icon next to the "*Position Pool ID" field, with the text "Lookup Feature" written below it. At the bottom left of the form is a blue "Add" button, with a red arrow labeled "5" pointing to it. Below the form, there are two links: "Find an Existing Value" and "Add a New Value".

- The Position Pool Table is displayed.

Position Pool Table

Set ID SHARE
Department 02000 OSC
Position Pool ID OSC

Position Pool | | | | 1 of 1 |

*Effective Date 04/19/2024 *Status Active

*Description OSC SAMPLE POOL

Short Description OSC POOL

Save

- The **Effective Date (6)** field defaults to the current date. This date should always reflect the first date of the pay period for the next unconfirmed check date and will need to be updated accordingly.
- Change the **Description (7)** and **Short Description (8)** fields.
- **Save (9)** the changes. The new position pool is now available for use.