New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Conversion to Statewide Financial System (SFS) Chart of Accounts (COA)

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
- Click the **Add a New Value (1)** button on the top of the page.
- Enter the **Department (2)** and the new **Position Pool ID (3)**. The **Lookup feature (4)** displays all Departments available to the user. The user can enter in any alphanumeric position pool id.
- Click **Add (5)**.

- The Position Pool Table is displayed.

Position Pool Table

Set ID   SHARE
Department   02000   OSC
Position Pool ID   OSC

Position Pool   🔍 | |< < 1 of 1 ▾ > >| | View All

             6
*Effective Date 10/15/2024 📅 ◀━   *Status Active ▾   ➕ ➖

*Description OSC SAMPLE POOL ◀━━
                                      7
Short Description OSC SAMPLE ◀━━
                           8

9

[Save] [Return to Search] [Notify]   [Add] [Update/Display] [Include History]

- 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.