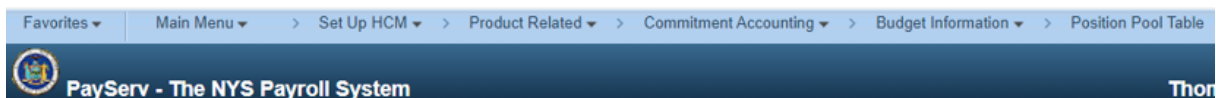


## Inactivate Existing Position Pools

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 review the **Position Pool Table** go to **Set Up HCM> Product Related> Commitment Accounting> Budget Information> Position Pool Table**.
- Enter the **Department (1)** and the **Position Pool ID (2)**. The Look up feature **(3)** displays all Departments available to the user.
- Click **Search (4)**.



### Position Pool Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

\*Set ID =

Department begins with   **1** **3** **Look up feature**

Position Pool ID begins with  **2**

Description begins with

Include History  Correct History

Limit the number of results to (up to 300):

[Basic Search](#)

**4**

- The Position Pool Table is displayed.
- To update the Position Pool effective date and change the description of a Position Pool click the **plus sign (5)** to add a row.

### Position Pool Table

Set ID SHARE  
 Department 02000 OSC  
 Position Pool ID OSC

Position Pool 1 of 1 | View All

\*Effective Date   \*Status

\*Description

Short Description

- The **Effective Date (6)** field defaults to the current date. Change it to reflect the first date of the pay period for the next unconfirmed check date.
- Change the **Status (7)** field to Inactive.
- **Save (8)** the changes. The position pool status is now updated.

### Position Pool Table

Set ID SHARE  
 Department 02000 OSC  
 Position Pool ID OSC

Position Pool 1 of 2 | View All

\*Effective Date   \*Status

\*Description

Short Description

- Proceed to Job Aid **"Inactivate Position Pool on the Department Budget Table"** in order to complete the inactivation process.