

## 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)** 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.
- Select **Add (5)**.

### Find an Existing Value



#### Search Criteria

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

Recent Searches   Saved Searches

\*Set ID

Department

Position Pool ID

Description



^ Show fewer options


Case Sensitive  Include History  Correct History


### Position Pool Table

#### Add a New Value

\*Set ID

\*Department     **Look up feature**

\*Position Pool ID  




- 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

\*Effective Date 10/15/2024  ← **6** \*Status Active

\*Description OSC SAMPLE POOL ← **7**

Short Description OSC SAMPLE ← **8**

**9**

- 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.