

## 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.
- Select **Search (4)**.

**Position Pool Table**

**Find an Existing Value** ⊕ Add a New 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 =   **1**

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

Position Pool ID begins with  **2**

Description begins with

^ Show fewer options

Case Sensitive  Include History  Correct History

**4**

- The Position Pool Table is displayed.
- To update the Position Pool effective date and change the description of a Position Pool select 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 10/15/2024  \*Status Active  **+** **-**

\*Description OSC SAMPLE POOL

Short Description OSC SAMPLE

**5** →

Save Notify Add Update/Display Include History Correct History

- 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 10/15/2024  \*Status Inactive  **+** **-**

\*Description OSC SAMPLE POOL

Short Description OSC SAMPLE

**6** → **7** →

**8** → Save Notify Add Update/Display Include History Correct History

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