

Inactivate Position Pool on the Department Budget Table in PayServ

The PayServ **Department Budget Table USA** is used to maintain position pool funding. Agency users will now inactivate position pools on the Department Budget Table after completing the inactivation on the Position Pool Table (Refer to Job Aid for [Inactivate Existing Position Pools](#)). All positions should be moved to a new position pool prior to inactivating.

- To select a position pool to inactivate on the Department Budget Table, go to: **Set Up HCM> Product Related> Commitment Accounting> Budget Information> Department Budget Table USA**.
- Enter the **Department (1)**, **Fiscal Year (2)**, select Position Pool ID from the **Budget Level (3)** drop-down menu if not already defaulted in, and enter the **Position Pool ID (4)** to be reviewed/modified.
- Select **Search (5)**.

The screenshot shows the 'Department Budget Table USA' search interface. At the top, there are 'Recent Searches' and 'Saved Searches' dropdowns. Below these are several search criteria fields, each with a dropdown menu and a search icon. The fields are: '*Set ID' (dropdown), 'Department' (dropdown 'begins with', text input '02000'), 'Fiscal Year' (dropdown '=', text input '2024'), 'Budget Level' (dropdown '=', dropdown 'Position Pool ID'), 'Position Pool ID' (dropdown 'begins with', text input 'OSC'), 'Job Code Set ID' (dropdown 'begins with', text input), 'Job Code' (dropdown 'begins with', text input), 'Position Number' (dropdown 'begins with', text input), 'Empl ID' (dropdown 'begins with', text input), and 'Empl Record' (dropdown '=', text input). Below the fields are checkboxes for 'Include History' and 'Correct History', and a 'Show fewer options' link. At the bottom are 'Search' and 'Clear' buttons. Red arrows with numbers 1 through 5 point to the Department field, Fiscal Year field, Budget Level dropdown, Position Pool ID field, and the Search button, respectively.

- The Dept Budget Date page is displayed.
- Select the **Dept Budget Earnings** tab.

Department Budget Table USA

Dept Budget Date Dept Budget Defaults **Dept Budget Earnings** Dept Budget Deductions Dept Budget Taxes

Set ID SHARE Department 02000 OSC Fiscal Year 2024

Budget Begin Date 03/18/2024 Offset Group 99999 **Budget Cap**

Budget End Date 03/17/2025 Per Budget Level Per Earn/Tax/Ded

Level [Search] [1 of 1] [View All]

Department **Position Pool** Jobcode Position Appointment

Position Pool ID OSC *Effective Date 07/04/2024 Eff Seq 0 *Status Active Date Entered 10/15/2024

Budget Level Cap 0.00 *Currency USD

Earnings Distribution

Accounting Budgetary ChartFields Project ChartFields Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	<input type="text"/>		Update ChartFields	<input type="checkbox"/>

- Select the **plus sign (6)** to add a new row.

The **Effective Date (7)** defaults to the pay period begin date of the next unconfirmed pay period for your agency.

Department Budget Table USA

Dept Budget Date **Dept Budget Defaults** **Dept Budget Earnings** Dept Budget Deductions Dept Budget Taxes

Set ID SHARE Department 02000 OSC Fiscal Year 2024

Budget Begin Date 03/18/2024 Offset Group 99999 **Budget Cap**

Budget End Date 03/17/2025 Per Budget Level Per Earn/Tax/Ded

Level [Search] [1 of 2] [View All]

Department **Position Pool** Jobcode Position Appointment

Position Pool ID OSC *Effective Date 08/01/2024 Eff Seq 0 *Status Inactive Date Entered 10/15/2024

Budget Level Cap 0.00 *Currency USD

Earnings Distribution

Accounting Budgetary ChartFields Project ChartFields Optional ChartFields

	Distribution %	Funding End Date	Update ChartFields	Distributed
1	<input type="text"/>		Update ChartFields	<input type="checkbox"/>

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

- Select the **Status (8)** drop down to select 'Inactive'.
- Select **Save (9)**.