

Review & Modify 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**.
- Leave the default Set ID as SHARE
- Enter the **Department (1)** and the **Position Pool ID (2)**. The **Lookup feature (3)** displays all Departments available to the user.
- Select **Search (4)**.

Position Pool Table

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

The screenshot shows the search interface for the Position Pool Table. At the top, there are two search history sections: 'Recent Searches' with a dropdown menu containing 'Choose from recent searches', and 'Saved Searches' with a dropdown menu containing 'Choose from saved searches'. Below these are four search criteria rows: 1. '*Set ID' with a dropdown set to '=', a text input field containing 'SHARE', and a magnifying glass icon. A red arrow labeled '3' points to the magnifying glass icon, with the text 'Lookup Feature' below it. 2. 'Department' with a dropdown set to 'begins with', a text input field containing '02000', and a magnifying glass icon. A red arrow labeled '1' points to the magnifying glass icon. 3. 'Position Pool ID' with a dropdown set to 'begins with', a text input field containing 'OSC', and a magnifying glass icon. A red arrow labeled '2' points to the magnifying glass icon. 4. 'Description' with a dropdown set to 'begins with' and an empty text input field. Below the search criteria is a section with a caret icon and the text '^ Show fewer options'. Underneath are three checkboxes: 'Case Sensitive', 'Include History', and 'Correct History'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Save Search'. A red arrow labeled '4' points to the 'Search' button.

- 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 *Status

*Description

Short Description

- The **Effective Date (6)** field defaults to the current date. Update this date to reflect the first date of the pay period for the next unconfirmed check.
- Change the **Description (7)** and **Short Description (8)** fields.

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

- **Save (9)** the changes. The position pool description is now updated.