Attachment B – SFS Bulletins – January 24, 2012

To prepare for the transition to SFS, agencies must review their Position Pools and update either SFS or PayServ accordingly. Instructions are provided below:

Identifying Cost Centers that Require Action

SFS has sent PayServ a preliminary file of Cost Centers that are valid in SFS as of the Full Dress Rehearsal taking place January 13 through January 23, 2012. OSC has compared this list with the Position Pools in PayServ to determine if there are charge lines in PayServ that would cause the interface with SFS to fail. A Control-D report, **NPAY714 – PayServ Cost Centers Requiring Agency Action,** is available listing these exceptions. Agencies must review this listing and take appropriate action. SFS will send PayServ and updated file of Cost Centers that are valid in SFS as of the second Full Dress Rehearsal planned for February. OSC will product an updated Control-D report, **NPAY714 – PayServ Cost Centers Requiring Agency Action** at that time.

It is important to note that the file sent to OSC as of the second full dress rehearsal will be the file used in PayServ upon conversion to SFS in April. For more information about the conversion, refer to the section below titled Implementation Schedule. For more information about the SFS Full Dress rehearsals, contact http://www.sfs.ny.gov

Updating Cost Centers in SFS

If a Position Pool is required but the Cost Center has not yet been mapped in SFS, agencies should update SFS accordingly. The following links to http://www.sfs.ny.gov should provide guidance on updating Cost Centers in SFS.

- Entering a New Cost Center Profile
- Cost Center Profile Inquiry
- Updating a Cost Center Profile
- Cost Center Profile Error Correction

Updating Cost Centers in PayServ – Inactivating Pools

If a Position Pool contains a Cost Center that is no longer being used by the agency, it does not need to be mapped in SFS, but must be updated in PayServ. Agencies can either assign the pool to a different PayServ Account Code, or request that OSC inactivate the pool. To request that the pool be inactivated, agencies must assign the default PayServ Account Code value of 89999999 44444 to that pool. OSC will run an automatic process to inactivate any Position Pool using this code. Prior to inactivating a pool, agencies must ensure that no positions are assigned to the pool. OSC will run this process periodically until the transition to SFS is complete.

Updating Cost Centers in PayServ – Changing PayServ Account Code Assignments of Pools

To assign a position to another pool, agencies must use an existing Position Pool or create a new Position Pool. Enter a row on the position data page and enter the new Position Pool, then enter a row on the position data page and select the applicable Position Pool ID.

Use the instructions below to update a Position Pool, add a new Position Pool, or Update a Position Pool ID on Position Data:

Update a Position Pool
- Navigate to Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Position Pool Table
- Enter the Department and Position Pool ID on Find an Existing Value page and click Search
- Insert a row on the Position Pool page by clicking the + sign
- Enter the Effective Date (Use pay period begin date) and the Account Code
- Click on the Save button

Add a New Position Pool
- Navigate to Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Position Pool Table
- Click Add New Value tab
- Enter the Department ID and the Position Pool ID you would like to create
- Enter the Effective Date (Use pay period begin date), Description and the Account Code (to add an additional account code enter it on the second row and include the Split Percentage Amount on that row)
- Click on the Save button

Update a Position's Pool ID on Position Data
- Navigate to Organizational Development>Position Management> Maintain Positions/Budgets>Position Data (Agency)
- Enter the Position Number on the Find an Existing Value page and click Search
- Insert a row on the position page by clicking the + sign
- Enter the intended effective date
- Reason will default to Z12 (Agency Update)
- Click on the Specific Information tab, click on Education and Government
- Enter the Position Pool ID and click Save