

Inactivate Existing Position Pools

The PayServ conversion to the SFS Chart of Accounts has resulted in changes to the information available on the **Position Pool Table** in PayServ. The Legacy Cost Center, Budget Year and Split Percent are no longer captured on this page. This page will now only be used to update position pool effective dates and descriptions and to add new position pools.

- To review the **Position Pool Table** go to **Set Up HRMS> Product Related> Commitment Accounting> Budget Information> Position Pool Table**.
- Enter the **Department (1)** and the **Position Pool ID (2)**. The Lookup feature **(3)** displays all Departments available to the user.
- Click **Search (4)**.

The screenshot shows the 'Position Pool Table' search interface. At the top, a breadcrumb trail reads: 'Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Position Pool Table'. Below this is the title 'Position Pool Table' and the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. A 'Search Criteria' section contains the following fields: 'Set ID:' with a dropdown set to '=' and a text input containing 'SHARE' (marked with a red arrow and '1'); 'Department:' with a dropdown set to 'begins with' and a text input containing '02000' (marked with a red arrow and '2'); 'Position Pool ID:' with a dropdown set to 'begins with' and a text input containing 'OSC' (marked with a red arrow and '2'); and 'Description:' with a dropdown set to 'begins with' and an empty text input. To the right of the 'Set ID' and 'Department' fields are magnifying glass icons (marked with a red arrow and '3') labeled 'Lookup Feature'. Below the search criteria is a checkbox for 'Include History' and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom of the search area are buttons for 'Search' (marked with a red arrow and '4'), 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page are links for 'Find an Existing Value' and 'Add a New Value'.

- The Position Pool Table is displayed.
- To update the Position Pool effective date and change the description of a Position Pool click the **plus sign (5)** to add a row.

Position Pool Table

Set ID: SHARE
 Department: 02000 OSC
 Position Pool ID: OSC

Position Pool Find | View All First 1 of 1 Last

*Effective Date: 05/07/2015 *Status: Active

*Description: OSC SAMPLE POOL

Short Description: OSC POOL

- 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 Find | View All First 1 of 1 Last

*Effective Date: 05/20/2015 *Status: Inactive

*Description: OSC SAMPLE POOL

Short Description: OSC POOL

Save Add Update/Display Include History

- Proceed to Job Aid [“Inactivate Position Pool on the Department Budget Table”](#) in order to complete the inactivation process.