New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Conversion to Statewide Financial System (SFS) Chart of Accounts (COA)

Review & Modify 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 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

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- 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 **Description (7)** and **Short Description (8)** fields.

Position Pool Table

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

Position Pool   Find | View All First ◄ 1 of 2 ► Last

6

*Effective Date:	05/20/2015 📅 *Status: Active ▼ ➕ ➖
*Description:	OSC VALID
Short Description:	OSC VALID

7

8

9

💾 Save   📋 Add   📝 Update/Display   📄 Include History

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