

Add New 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 add a new Position Pool, go to: **Set Up HRMS> Product Related> Commitment Accounting> Budget Information> Position Pool Table.**
- Select the **Add a New Value (1)** tab.
- Enter the **Department (2)** and the new **Position Pool ID (3)**. The **Lookup feature (4)** displays all Departments available to the user. The user is able to enter in any alphanumeric position pool id.
- Click **Add (5)**.

The screenshot shows the 'Position Pool Table' 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, the page title 'Position Pool Table' is displayed. A red arrow labeled '1' points to the 'Add a New Value' tab, which is currently selected. Below the tabs, there are three input fields: 'Set ID:' with the value 'SHARE', 'Department:' with the value '02000', and 'Position Pool ID:' with the value 'OSC'. A red arrow labeled '2' points to the magnifying glass icon next to the Department field. A red arrow labeled '3' points to the magnifying glass icon next to the Position Pool ID field, with the text 'Lookup Feature' written next to it. A red arrow labeled '4' points to the Department input field. A red arrow labeled '5' points to the 'Add' button located below the input fields. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.





- The Position Pool Table is displayed.

Position Pool Table

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



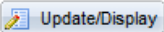
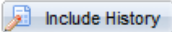
Position Pool

Find | View All First 1 of 1 Last

*Effective Date: 05/07/2015  **6** *Status: Active   

*Description: OSC SAMPLE POOL **7**

Short Description: OSC POOL **8**

 **9**   

- The **Effective Date (6)** field defaults to the current date. This date should always reflect the first date of the pay period for the next unconfirmed check date.
- Change the **Description (7)** and **Short Description (8)** fields.
- **Save (9)** the changes. The new position pool is now available for use.