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

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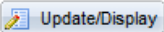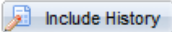
- The **Effective Date (6)** field defaults to the current date. This date should always reflect the first date of the pay period for the next unconfirmed check date.
- Change the **Description (7)** and **Short Description (8)** fields.
- **Save (9)** the changes. The new position pool is now available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