

Review & Modify Existing Position Pools

The PayServ **Position Pool Table** is used to maintain position pools for agencies. On this table, the user can add new position pools, update existing position pool effective dates and descriptions or inactivate pools.

- To review the **Position Pool Table** go to **Set Up HCM> Product Related> Commitment Accounting> Budget Information> Position Pool Table**.
- Leave the default Set ID as SHARE
- 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 in the PayServ system. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Position Pool Table. The page title is 'PayServ - The NYS Payroll System'. Below the title, the section is 'Position Pool Table' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Search Criteria' section includes: '*Set ID' with a dropdown set to '=' and a text box containing 'SHARE'; 'Department' with a dropdown set to 'begins with' and a text box containing '02000'; 'Position Pool ID' with a dropdown set to 'begins with' and a text box containing 'OSC'; and 'Description' with a dropdown set to 'begins with' and an empty text box. Below these are checkboxes for 'Include History' and 'Correct History', and a field 'Limit the number of results to (up to 300):' with the value '300'. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Red arrows with numbers 1, 2, 3, and 4 point to the Department field, Position Pool ID field, the 'Lookup Feature' label above the Department field, and the 'Search' button, respectively.

- 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 1 of 1 | View All

*Effective Date *Status

*Description

Short Description

- The **Effective Date (6)** field defaults to the current date. Update this date to reflect the first date of the pay period for the next unconfirmed check.
- Change the **Description (7)** and **Short Description (8)** fields.

Position Pool Table

Set ID SHARE
 Department 02000 OSC
 Position Pool ID OSC

Position Pool 1 of 1 | View All

*Effective Date *Status

*Description

Short Description

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