

Inactivate 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**.
- Enter the **Department (1)** and the **Position Pool ID (2)**. The Lookup feature **(3)** displays all Departments available to the user.
- Click **Search (4)**.

Position Pool Table

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

*Set ID = **1**

Department begins with **3** **Look up feature**

Position Pool ID begins with **2**

Description begins with

^ Show fewer options

Case Sensitive Include History Correct History

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 | < > 1 of 1 | View All

*Effective Date 10/15/2024 *Status Active **+** **-**
 *Description OSC SAMPLE POOL
 Short Description OSC SAMPLE

5 →

Save Notify Add Update/Display Include History Correct History

- 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 | < > 1 of 2 | View All

*Effective Date 10/15/2024 *Status Inactive **+** **-**
 *Description OSC SAMPLE POOL
 Short Description OSC SAMPLE

6 → **7** →

8 → Save Notify Add Update/Display Include History Correct History

- Proceed to Job Aid **"Inactivate Position Pool on the Department Budget Table"** in order to complete the inactivation process.