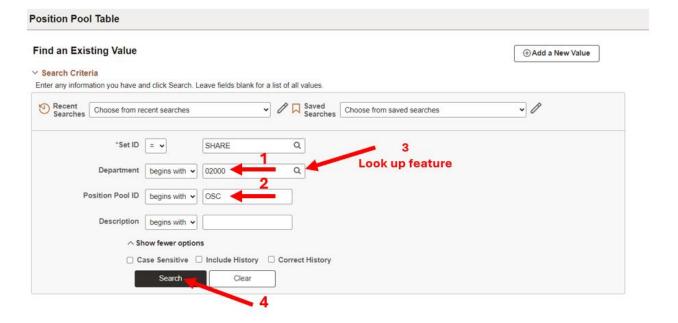
New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Conversion to Statewide Financial System (SFS) Chart of Accounts (COA)

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.

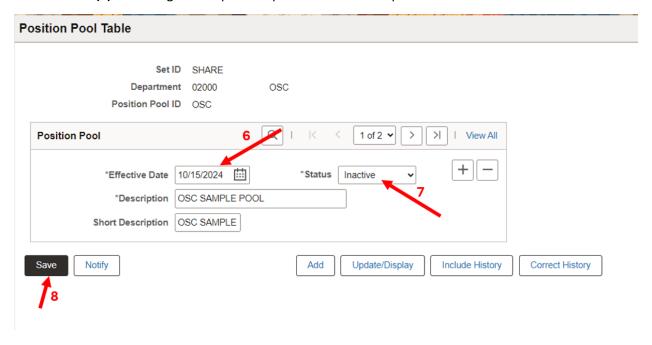
- To review the **Position Pool Table** go to **Set Up HCM> Product Related> Commitment Accounting> Budget Information> Position Pool Table.**
- Enter the **Department (1)** and the **Position Pool ID (2)**. The Lookup feature **(3)** displays all Departments available to the user.
- Click Search (4).



- 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 Add Correct History Save Notify Update/Display Include 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.



Proceed to Job Aid <u>"Inactivate Position Pool on the Department Budget Table"</u> in order to complete the inactivation process.