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

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).**

Position Pool Table

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

3 → **Lookup Feature**

*Set ID = ▾ SHARE 🔍

Department begins with ▾ 02000 🔍 ← 1

Position Pool ID begins with ▾ OSC ← 2

Description begins with ▾

⌃ Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History

4 → Search   Clear   🔖 Save Search

- 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 | Return to Search | Notify | | Add | Update/Display | Include History | Correct History |

- 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 2 ∨   >   >| | View All

6

*Effective Date   10/15/2024 📅   *Status   Active ∨   [+] [−]

*Description   OSC SAMPLE POOL   7

9   Short Description   OSC SAMPLE   8

| Save | Return to Search | Notify | | Add | Update/Display | Include History | Correct History |

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