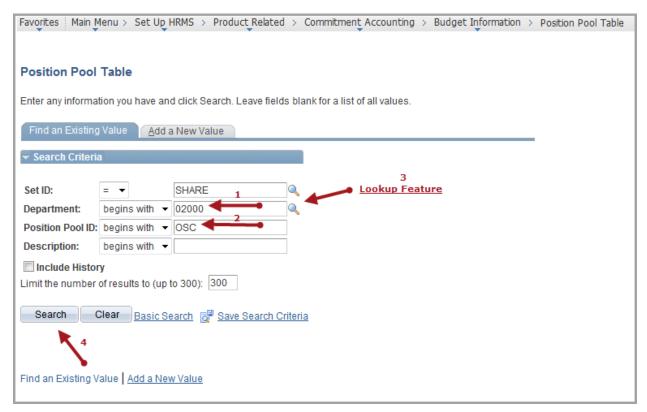
New York State Office of the State Comptroller
Bureau of State Payroll Services
PayServ Conversion to Statewide Financial System (SFS) Chart of Accounts (COA)

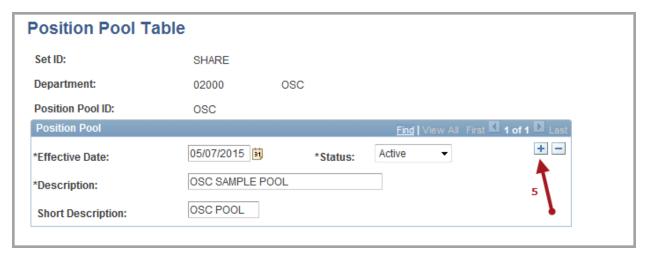
Inactivate Existing Position Pools

The PayServ 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.

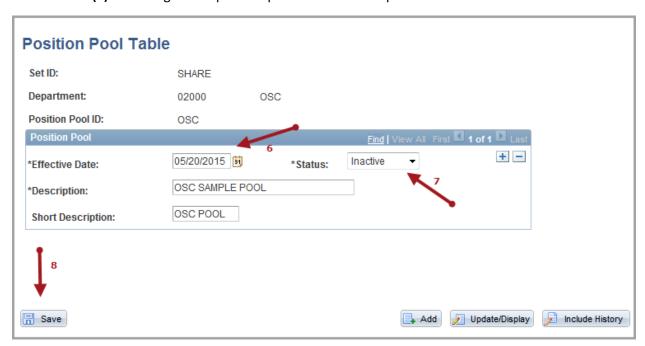
- To review the **Position Pool Table** go to **Set Up HRMS> Product Related> Commitment Accounting> Budget Information> Position Pool Table.**
- Enter the **Department (1)** and the **Position Pool ID (2)**. The Lookup feature **(3)** displays all Departments available to the user.
- Click Search (4).



- 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.



- 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.