

## Inactivate Position Pool on the Department Budget Table in PayServ

The PayServ **Department Budget Table USA** is used to maintain position pool funding. Agency users will now inactivate position pools on the Department Budget Table after completing the inactivation on the Position Pool Table (Refer to Job Aid for [Inactivate Existing Position Pools](#)). All positions should be moved to a new position pool prior to inactivating.

- To select a position pool to inactivate on the Department Budget Table, go to: **Set Up HCM> Product Related> Commitment Accounting> Budget Information> Department Budget Table USA**.
- Enter the **Department (1)**, **Fiscal Year (2)**, select Position Pool ID from the **Budget Level (3)** drop-down menu if not already defaulted in, and enter the **Position Pool ID (4)** to be reviewed/modified.
- Click **Search (5)**.

The screenshot shows the 'Department Budget Table USA' search page in PayServ. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA. The page title is 'PayServ - The NYS Payroll System' and the user is identified as 'Thomas P. DiNe'. There are two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below is the 'Search Criteria' section with the following fields: 'Set ID' (dropdown menu), 'Department' (dropdown menu with 'begins with' and text input '02000'), 'Fiscal Year' (dropdown menu with '2024'), 'Budget Level' (dropdown menu with 'Position Pool ID'), 'Position Pool ID' (dropdown menu with 'begins with' and text input 'OSQ'), 'Job Code Set ID' (dropdown menu with 'begins with'), 'Job Code' (dropdown menu with 'begins with'), 'Position Number' (dropdown menu with 'begins with'), 'Empl ID' (dropdown menu with 'begins with'), and 'Empl Record' (dropdown menu with '='). There are checkboxes for 'Include History' and 'Correct History', and a text input for 'Limit the number of results to (up to 300): 300'. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red arrow labeled '5' points to the 'Search' button. Other red arrows labeled 1, 2, 3, and 4 point to the Department, Fiscal Year, Budget Level, and Position Pool ID fields respectively.

- The Dept Budget Date page is displayed.
- Select the **Dept Budget Earnings** tab.

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

Set ID SHARE Department 02000 OSC Fiscal Year 2024  
 Budget Begin Date 03/18/2024 Offset Group 99999 Budget Cap  
 Budget End Date 03/17/2025 Per Budget Level Per Earn/Tax/Ded

Level 1 of 1 View All

Department Position Pool Jobcode Position Appointment

Position Pool ID OSC Effective Date 12/21/2023 Eff Seq 0 Status Active Date Entered 04/22/2024  
 Budget Level Cap 0.00 Currency USD

Earnings Distribution 1-1 of 1

Accounting	Budgetary ChartFields	Project ChartFields	Optional ChartFields	Distributed
1			Update ChartFields	<input type="checkbox"/>

- Click the **plus sign (6)** to add a new row.

The **Effective Date (7)** defaults to the pay period begin date of the next unconfirmed pay period for your agency.

Dept Budget Date | Dept Budget Defaults | **Dept Budget Earnings** | Dept Budget Deductions | Dept Budget Taxes

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Department Position Pool Jobcode Position Appointment

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Earnings Distribution 1-1 of 1

Accounting	Budgetary ChartFields	Project ChartFields	Optional ChartFields	Distributed
			Update ChartFields	<input type="checkbox"/>

Save Notify Add Update/Display Include History Correct History

- Click the **Status (8)** drop down to select 'Inactive'.
- Click **Save (9)**.