******State of Kansas**

**Adding a New Position Pool ID**

***Statewide Human Resource and Payroll System***

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| **Date Created** | 12/13/2021 |
| **Version** | 1.0 |
| **Security** | * SHARP

Role: Agency Commitment Accounting Specialist |
| **Purpose** | Adding a New Position Pool ID |
| **Navigation** | **SHARP > Payroll Homepage > Payroll Funding > Department Budget Tbl Funding > Position Pools** |
| **1.** | SHARP opens to the Position Pool Table page. On the Add a New Value tabSet ID: SOKIDDepartment: Enter the Department the Position Pool ID is attached toPosition Pool ID: The 3-character Pool ID to be used. This can be any 3-character value you choose. Typically it’s a numerical value.Add |  |
| **2.** | Effective Date: Pay Period Begin DateStatus: ActiveDescription: (30 Character Limit)Save |  |
| **Instruction** | Add the funding for the new Position Pool ID to the Department Budget Table, using the KAGYBUD1 load form. See job aid KAGYBUD1 – Department Budget Table LoadIn order for the employee to be funded correctly, make sure the employee’s Position is reflecting the Department/Position Pool ID that was just set up. If assistance is needed with this step, contact the Office of Personnel Services at sharp@ks.gov  |