Creating a Position Pool ID for Distribution Entry

Position Pool Level funding is limited to non-sponsored ChartField strings. Use position pool-level funding sparingly and only when a number of positions in the department consistently share the same distribution.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > Human Resources.

Navigate in HRMS: UM Payroll Accounting > Position Pool Table.

1. Click Add a New Value tab.
2. Enter a DeptID value in Department.
3. Enter a Position Pool ID value (limited to 3 characters).
4. Click <Add>.

5. Update Effective Date if needed.
6. Enter Description for the Pool ID (limited to 30 characters).
7. Enter Short Description for the Pool ID (limited to 10 characters).
8. Click <Save>.
Creating a Position Pool ID for Distribution Entry (cont.)

Once the Pool ID has been created, all Positions associated with the Pool ID will need to be updated and associated with the pool. Initiate a Position Management Request Form identifying all positions that should be part of the pool. Obtain the offline approvals and submit the form to the local Position Manager for entry. Follow the instructions on the Position Management Request Form (UM 1803) located in the Forms Library.

After the Position Manager has associated positions to the Pool ID, follow the instructions on the “Distribution Entry for Payroll Earnings” job aid. The distribution funding level will need to be changed to “Position - Pool Funding Level” on the Distribution Entry pages in PeopleSoft.