


CREATE PSC OR PPA POOL CONFIGURATIONS JOB AID

This Job Aid assists in setting up the Personnel Service Center (PSC) Pool or Personnel Processing Activity (PPA) Pool Configurations.

The Military Personnel Division (MPD) uses the PSC and PPA pools to manage assignments for installation personnel. Setup and maintenance is similar to S1 Pool Configuration. The PPA codes consist of two-digit codes and the PSC codes consist of four-digit codes.



 **NOTE:** FAB5 configuration sets the specific S1, PSC or PPA pool configuration for each assignment type.


Configure a PSC or PPA Pool

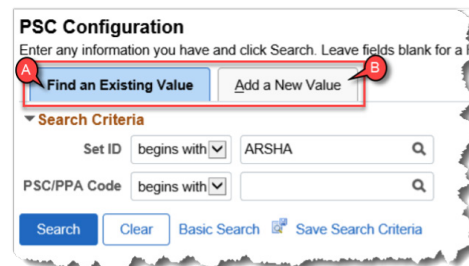
1. From the **Self-Service drop down menu:**
Select **HR Professional**. The HR Professional homepage displays.
2. From the **NavBar icon:**
Select **Navigator >> Enterprise Components >> Approvals >> PSC Pool Configuration**.
The PSC Configuration screen displays.

The **PSC Configuration** page has two tabs.

- A) **Find an Existing Value:** is used to look up existing PSC or PPA Pools (default page setting)
- B) **Add a New Value:** is used to create a new PSC or PPA Pool.
PSC codes have four-digit values and PPA codes have two-digit values.

The **Set ID** field defaults to **ARSHA** for US Army Share.

 **NOTE:** ARSHA is currently the only Set ID in the system.



Create a new pool from the PSC Configuration page

1. Select the **Add a New Value** tab to display the Add a New Value form.
2. Click in the **PSC/PPA Code** field and enter the desired information.
Ex: UB60
3. Click **Add**. The **PPA/PSC Configuration** form for new pools displays.

NOTE: The Status field defaults to Active for all new pools.

In the **PPA/PSC Member List** section:

4. Click on the **User ID** look up tool to open the **Look Up User ID** page. The **Look Up User ID** page displays.

NOTE: Use any search fields to search for and add a Member to the PPA or PSC Configuration.

5. After entering in the search criteria, click **Search**.

The **Search Results** display. Within the **User ID** field:

6. Click the **User ID** hyperlink. The **PPA/PSC Member List** displays, filling in Member information.

NOTE: End Dates are not required at the time of PPA/PSC Pool creation.

Add or Delete Members from the pool(s)

7. Click the **User ID** look up tool to search for Member to add or delete.
8. Click on the **Add (+)** or **Delete (-)** icon to add or remove Member.

Follow steps 7 and 8 to continue adding or removing Members. Click **Save** when done and return to the HR Profession homepage.