This job aid identifies when it is appropriate to pool positions in Position Management. Ideally, positions should have a 1:1 relationship (one position = one headcount). If certain criteria are met, it is possible to create a multi-headcount position.

Note: Position fields must be identical.

The following fourteen fields must be exactly the same in order to create a pooled position:

- Company
- Department ID
- Union Code
- Location
- Job Code
- Bargaining Unit
- Reports To
- Regular/Temporary
- Business Title
- Salary/Admin Plan
- Standard Hrs
- Full/Part Time
- Grade
- FTE

Types of Positions Pooled

- Hourly employees such as students or temporary casual appointments
- Graduate employees

Two temporary/casual appointments = Pooled “217675” and “217677”

Hourly student positions = Pooled “217680”
Creating/Updating Headcount for Position Record

Set headcount in the *Max Head Count* field when creating or updating position record.

Position Pooling Tips

- Pooling allows a position manager to associate multiple jobs in one position.
- Supervisors are never pooled.
- Positions should mirror the job data of the incumbents.