From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] New Process to Request Pool IDs
Date: Friday, April 17, 2026 8:26:55 AM
Attachments: PoolID_Request.xlsx
ATT00001.txt



New Process to Request Pool IDs

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Sent on behalf of: University Budget Office

Dear Campus Community,

Due to reduced functionality in CHRS, building combo codes for Pool IDs has become significantly more time-intensive for our department. To help mitigate unnecessary efforts, we ask that end users identify required salary and benefit account numbers for each Pool ID using a **Pool ID Request Form**, found on the **Budget website** and attached to this notice.

Please request only essential Pool IDs at this time.

For context, in PeopleSoft 9.0, a set of combo codes could be generated in 2–3 minutes using a pre-programmed list of account numbers. This automated process is no longer available in CHRS; completing the same task manually now takes approximately 2 hours per Pool ID.

We understand this limitation is temporary, but no timeline for resolution has been provided. In the meantime, we appreciate your patience and cooperation.

For questions or assistance identifying which account numbers to request, please contact **budget@csusm.edu**.

Thank you!
University Budget Office