

STATE OF CALIFORNIA

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CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: January 19, 1999

LEAVE ACCOUNTING LETTER # 99-002

To: All Agencies/Campuses in the California Leave Accounting System

From: Pat Quinn, Manager
California Leave Accounting System
Special Projects Bureau

Re: CALIFORNIA LEAVE ACCOUNTING SYSTEM (CLAS) INITIAL TRAINING

To meet the needs of new employees, CLAS training will be offered at the Controller's Office in Sacramento every other month throughout 1999. In addition, as new departments convert, and additional classes are scheduled, available training spaces will be advertised on Office Vision.

Reservations must be made in advance. The following dates have been reserved for the training sessions:

February 16 - 18
March 9 - 11
May 11 - 13
July 13 - 15
September 14 - 16
September 14 - 16
November 16 - 18

The CLAS training session is a two and a half day course which covers the fundamentals of CLAS. This session is recommended for all new users. Participants should have a basic knowledge of leave rules and Employment History transactions.

If you have staff that should attend this training, please contact the Leave Accounting Liaison Unit at (916) 327-0756 or (CALNET) 467-0756.

PQ:DM:bs: