

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

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

Date: January 25, 1999

LEAVE ACCOUNTING LETTER # 99-003

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

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

Re: LEAVE ACTIVITIES & BALANCES (LAB) REPORT DATE CHANGE

The Controller's Office requires at least 3 workdays between the LAB run date and the Master Payroll cutoff in order to distribute the LAB before Master Payroll cutoff. Therefore, in February, 1999, the LAB report will be generated on the 9th workday (February 11, 1999), rather than the 11th workday (February 17, 1999).

Leave transactions must be keyed by February 11, 1999 in order to be reflected on the LAB.

If you have any questions regarding this Leave Accounting Letter, please contact the Leave Accounting Phone Liaison at (916) 327-0756 or (CALNET) 467-0756.