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: April 23, 1999   LEAVE ACCOUNTING LETTER # 99-006
                                           CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Pat Quinn Manager
         California Leave Accounting Systems
         Special Projects Bureau

Re: LEAVE ACTIVITIES AND BALANCES (LAB) REPORT

The LAB is on-line and ready to view and/or print at your department!

Through the use of a report distribution system called View Direct, departments can access the most current LAB as quickly as the morning after it is run, and print the report on-site. There is no additional charge for access to the on-line version of the LAB. It is our intent that as more agencies use the on-line LAB, the need for the State Controller's Office to provide hard copy reports will eventually diminish.

The following steps must be completed to access View Direct at your department.

SECURITY APPROVAL IS REQUIRED

View Direct is a new application requiring security approval. System access requests must be sent to the State Controller's Office through departmental security monitors using the PSD125A process.

Updated PSD125A forms, including a column for the "VIEW" application, have been mailed to all CLAS departments. Each employee requesting View Direct access must have a printer identification number identified in the PSD125A "Remarks" column.

PRINTING REQUIREMENTS

Laser printers cannot be used.

The LAB may be printed on either 11 x 14 or 8 1/2 x 11inch paper.

Each View Direct user is limited to one printer selection. This selection can be changed via a request to the Leave Accounting Phone Liaison.

TRAINING INFORMATION

Use of the on-line LAB does not require Controller's Office training. Instead, a View Direct User Guide will be mailed to each department's Leave Accounting contact. It is then the department's responsibility to reproduce copies for each View Direct user at their agency.

If you have additional questions about the use of ViewDirect or printer requirements, please contact the Leave Accounting Phone Liaison at (916) 327-0756 or (CALNET) 467-756.   For additional questions on security, contact Lisa Losh, Decentralized Security Administrator, at (916) 324-5879 or (CALNET) 454-5879.

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