

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: May 5, 1999

LEAVE ACCOUNTING LETTER # 99-007

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

From: Vicki Korach, Manager
Customer Support Section

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 May, 1999, the LAB report will be generated on the 10th workday (May 14, 1999), rather than the 11th workday (May 17, 1999).

Leave transactions must be keyed by May 14, 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.