

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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

Date: May 27, 1999

LEAVE ACCOUNTING LETTER # 99-009

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 has scheduled a "NO PAYROLL CYCLE" on the 11th workday (June 15, 1999). Therefore, the LAB report will be generated on the 12th work day (June 16, 1999).

Leave transactions must be keyed by June 16, 1999 in order to be reflected on the LAB.

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

VK:ty