

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 28, 2000

LEAVE ACCOUNTING LETTER # 00-002
CSU ONLY

To: All Campuses in the California Leave Accounting System

From: Vicki Korach, Manager
Customer Support Section

Re: PERSONAL HOLIDAY/VACATION/COMPENSATING TIME OFF

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) REPORT

On January 25, 2000, a CIRS report became available that identifies employees who have not used their Personal Holidays for 1999 and/or have Vacation and/or Compensating Time Off (CTO) balances that exceed the allowable maximums. The report can be accessed via the compendium feature of CIRS in the Campus Detail Division, Leave Accounting Category, and Code B73 Cycle 0001. The California Leave Accounting System (CLAS) will NOT automatically deduct vacation and CTO balances that exceed the maximum allowed. If you have any questions regarding access to the CIRS report please call the CIRS Hot Line at (916) 323-5694.

PERSONAL HOLIDAY CANCEL

The State Controller's Office has received requests from all campuses participating in CLAS to cancel unused 1999 Personal Holidays. CLAS will cancel unused Personal Holidays during the first week of February 2000.

PERSONAL HOLIDAY JANUARY 2000

A Personal Holiday credit was posted to CLAS for all eligible employees on January 4, 2000. As a reminder, this credit does not display on the Leave Activity and Balances (LAB) Report issued January 18, 2000, nor will it display on the Statement of Earnings and Deductions (Earnings Statement)/Direct Deposit Advice issue dated February 1, 2000. The LAB and the Earnings Statement/Direct Deposit Advice reflect activity for the December leave period. The Personal Holiday will display on the LAB issued February 16, 2000 and the Earnings Statement/Direct Deposit Advice issue dated March 1, 2000.

For more detailed information regarding the display of Personal Holidays, refer to Leave Accounting Letter #95-002. If you have any questions regarding this Leave Accounting Letter, please contact Robin Smith at (916) 324-7282, (CALNET) 454-7282 or e-mail Rsmith@SCO.CA.GOV.

VK:rs

