

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
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Sacramento, CA 94250-5878

Date: February 1, 2000

LEAVE ACCOUNTING LETTER # 00-003
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Vicki Korach, Manager
Customer Support Section

Re: CALIFORNIA LEAVE ACCOUNTING SYSTEM (CLAS) INITIAL TRAINING

To meet the needs of new employees, CLAS Initial training sessions will be offered on a monthly basis through June 2000. Reservations must be made in advance and are confirmed on a first come, first served basis. The following dates have been scheduled:

February 8, 9, 10, 2000
March 14, 15, 16, 2000
April 4, 5, 6, 2000
May 9, 10, 11, 2000
June 13, 14, 15, 2000

The CLAS training session is a two and a half day course covering the fundamentals of CLAS and is recommended for all new users. Participants should have a basic knowledge of leave rules and Employment History transactions.

If you have staff that should attend this training, please contact the Leave Accounting Liaison at (916) 327-0756 or (CALNET) 467-0756.

VK:DM:dm