

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

Date: February 2, 2000 LEAVE ACCOUNTING LETTER # 00-004
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System

From: Vicki Korach, Manager
Customer Support Section

Re: SPECIAL PROCESSING PROCEDURES FOR TRANSFERRING FROM ANNUAL LEAVE
TO VACATION AND SICK LEAVE

The procedures contained in this letter supersede all
procedures which may have been previously provided.

Due to recent changes in the Annual Leave Program, employees may transfer from accruing annual leave (AL) to accruing vacation (VA) and sick leave (SL). This transfer requires manual processing as described below.

SPECIAL PROCESSING PROCEDURES

Follow these procedures only after all accruals and attendance transactions are posted for previous leave periods.

1. If movement from AL to VA is retroactive, use the B52 screen to void the AL transactions that should be posted to the VA benefit.
2. DO NOT SKIP THIS STEP 1 Print the B14 and B16 screens for AL. (These printouts will be used in step #6 and should be retained to document AL history as the benefit will be deleted.)
3. Delete AL using the B72 screen.
4. View the B20 screen. If VA displays, "add" a new establishment period using the B68 screen. If VA does not display, add the benefit using the B66 screen.
5. Access the B68 screen for SL. If 99/99 displays in the Establishment Period End Leave Period, no action is required. If 99/99 does not display, "add" a new 2 - establishment period. If SL does not exist, "add" the benefit using the B66 screen.
6. Post a Transfer From AL transaction (code 47) on the VA record for the VA Begin Leave Period using the B50 screen. To determine the transfer transaction amount, view the B14

printout for AL. The transfer amount is equal to the AL end balance plus the credit (accrual) for the leave period.

Example: Employee elects VA and SL effective 1/00.

The 12/99 AL end balance is 90 hours with an accrual of 15 hours. The transfer transaction amount is 105 for the 01/00 leave period.

7. Post VA and SL accruals and attendance transactions as needed for retroactivity using the B50 screen.

RETROACTIVE CHANGES/CORRECTIONS AFTER MOVING TO VA

Retroactive changes/corrections for leave periods prior to the begin leave period of the VA establishment period will require updating the AL printouts and the VA record.

1. Update the AL printouts to reflect the change/correction. Using the printouts, calculate the new AL to VA transfer amount.
2. Void the VA Transfer From AL transaction using the B52 screen.
3. Post a Transfer From AL transaction (code 47) with the new amount to the VA record using the B50 screen.

If any additional assistance is needed regarding these procedures, please contact the Leave Accounting Liaison at (916) 327-0756 or CALNET 467-0756.

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