

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: March 13, 2000

LEAVE ACCOUNTING LETTER # 00-006
CSU ONLY

To: All Campuses 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, a CLAS Initial training session will be offered on April 11-13, 2000. Reservations must be made in advance and are confirmed on a first come, first served basis.

The 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 accounting rules and Employment History transactions.

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

VK:PN:pn