

STATE OF CALIFORNIA

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Date: September 6, 2000

LEAVE ACCOUNTING LETTER # 00-013
CIVIL SERVICE ONLY

To: All Agencies in the California Leave Accounting System (CLAS)

From: Vicki Korach, Manager
Customer Support Section

Re: CALIFORNIA LEAVE ACCOUNTING SYSTEM INITIAL TRAINING

To meet the needs of new users, CLAS Initial training sessions have been scheduled in Sacramento on the dates listed below. Reservations must be made in advance and are confirmed on a first come, first served basis. The following dates have been scheduled:

October 10, 11, 12, 2000
October 17, 18, 19, 2000

Each CLAS training session is a three 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 Unit at (916) 327-0756 or (CALNET) at 467-0756.

VK:dm