

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: September 8, 2000

LEAVE ACCOUNTING LETTER # 00-014
CIVIL SERVICE ONLY

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

From: Vicki Korach, Manager
Customer Support Section

Re: HOLIDAY CREDIT BUY BACK

Pursuant to PML 00-041, DPA has authorized managers, supervisors, confidential, and designated excluded employees to participate in the Excluded Employee Leave Buy Back Program

A new transaction code has been established for Holiday Credit Buy Back. The new code, HC34, can be used immediately and allows departments to identify Holiday Credit hours that were bought back under the Excluded Employee Leave Buy Back Program. The HC34 transaction will issue pay for the number of hours entered via the Payroll Input Process and will automatically update the employee's benefit balance on CLAS. If entered online in CLAS, the HC34 transaction code will adjust leave balances but will not issue pay. Departments using the Management Information Retrieval System are able to prepare reports to track these transactions.

The attributes of the transaction code are:

Full Transaction Name: Buy Back
Abbreviated Transaction Name: Buy Back
Transaction Code: HC34

Payroll Letter 00-018, issued September 1, 2000, provides instructions for processing Holiday Credit Buy Back. If you have any questions regarding this Leave Accounting Letter, please contact the Leave Accounting Liaison Unit at(916) 327-0756 or (CALNET) 467-0756.

VK:jmh