

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: January 17, 2001 LEAVE ACCOUNTING LETTER # 01-002

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

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 2001. Reservations must be made in advance and are confirmed on a first come, first served basis. The following dates have been scheduled:

March 13,14,15, 2001
April 10,11,12, 2001
May 8,9,10, 2001
June 12,13,14, 2001

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 benefit 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:LM:lm