

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300 Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: March 20, 2001

LEAVE ACCOUNTING LETTER # 01-007  
(CSU Only)

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 CSU employees, a CLAS Initial training session will be offered in Sacramento on April 24 - 26, 2001. Reservations must be made in advance and are confirmed on a first come, first served basis.

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