

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: October 2, 2001

LEAVE ACCOUNTING LETTER # 01-014
(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 (CLAS) INITIAL TRAINING

To meet the needs of new employees, CLAS initial training sessions will be offered on a monthly basis through December 2001. Reservations must be made in advance and are confirmed on a first come, first served basis. The following dates have been scheduled:

October 9,10,11, 2001
October 16,17,18, 2001
November 13,14,15, 2001
December 11,12,13, 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