

STATE OF CALIFORNIA

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Date: November 27, 2001

LEAVE ACCOUNTING LETTER # 01-015

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

From: Vicki Korach, Manager
Customer Support Section

Re: ANNUAL PURGE PROCESS

The CLAS database is purged on an annual basis each December. On Saturday, December 1, 2001, State Service and Leave Benefit transactions for 1996 will be purged from CLAS. Also, employees who have been inactive on CLAS since 1996 will be deleted from the system.

NOTE: Due to the Purge Process, CLAS will not be available for update or inquiry on Saturday, December 1, 2001.

A Purge Balance/Total transaction will be posted to the January 1997 leave period during the Purge Process. Error messages may be generated and must be reviewed for appropriate action. If a Purge Balance/Total transaction needs to be corrected, the transactions can be voided using the B52 or S52 screen, and a new Begin Balance transaction can be posted on the B50 or S50 screen.

NOTE: Purge Balance/Total transactions will not post for employees who have one of the following conditions during the Purge Process:

1. Their employment history is out-of-service on PIMS.
2. The Establishment Period has been deleted for a Leave Benefit.

Therefore, every effort should be made to correct any employees with either of these conditions prior to December 1st.

Hardcopies of purged information may be requested by contacting the Leave Accounting Liaison at (916) 327-0756.

VK:jmh