

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: February 4, 2002

LEAVE ACCOUNTING LETTER # 02-005

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: CALIFORNIA LEAVE ACCOUNTING SYSTEM (CLAS) WEB SITE

This letter supersedes Leave Accounting Letter # 02-005 dated and sent January 29, 2002, and corrects the CLAS web site address.

We are pleased to announce the development of a CLAS web site that will provide CLAS users with instant access to pertinent Leave Accounting information. Effective immediately, users can access this information on the CLAS web site at:

<http://www.sco.ca.gov/ppsd/clas/index.htm>

This web site contains News/Updates, References (i.e. manual and workbooks), Frequently Asked Questions, Training information and offers the capability to enroll in initial training classes through the web site.

The workbooks available on the web site include new information and have a new format to make accessing information easier. Please discard the old workbooks as they are outdated.

With the availability of on-line workbooks, SCO will no longer produce hard copies of the workbook or revisions. Users will be notified of revisions via Leave Letters.

We hope the information contained on the web site will be helpful and keep you informed of CLAS developments. Should you have any questions, please contact the Leave Accounting Liaison Unit at (916) 327-0756.