

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 8, 2002

LEAVE ACCOUNTING LETTER # 02-006
(Civil Service Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: CALIFORNIA LEAVE ACCOUNTING SYSTEM (CLAS) INITIAL TRAINING

This is to inform you that CLAS Initial Training sessions for new employees will be offered in Sacramento beginning in March through June 2002. Reservations must be made in advance and are confirmed on a first come, first served basis. The following training dates have been scheduled:

March 5,6,7, 2002
March 12,13,14, 2002
April 9,10,11, 2002
April 16,17,18, 2002
May 7,8,9, 2002
May 14,15,16, 2002
June 4,5,6, 2002
June 11,12,13, 2002

CLAS Initial Training is a two and a half-day course covering the fundamentals of CLAS and is recommended for all new CLAS users. Participants should have a minimum of three months personnel experience and a basic knowledge of leave benefit rules and Employment History transactions.

To schedule staff for training, please refer to our CLAS web site at www.sco.ca.gov/ppsd/clas/index.htm, or contact the Leave Accounting Liaison at (916) 327-0756.

To request auxiliary aids/services or accommodations, please contact Susan Ward at (916) 323-3055, or call the California Relay Service at 1-800-735-2922.

RH:LM:lm

