

STATE OF CALIFORNIA

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CONTROLLER OF CALIFORNIA

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

Date: June 27, 2002

LEAVE ACCOUNTING LETTER # 02-010
(Civil Service Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: CALIFORNIA LEAVE ACCOUNTING SYSTEM (CLAS) REFRESHER TRAINING

This is to inform you that CLAS Refresher Training will be offered in Sacramento during July and August 2002. Reservations must be made in advance and are confirmed on a first come, first served basis. The following dates have been scheduled:

July 9, 11, 23, 25, 2002
August 15 & 22, 2002

The CLAS Refresher Training is a one day class covering a brief review of CLAS fundamentals, with the primary focus involving the more advanced processes. Participants must have a basic knowledge of leave rules, Employment History transactions, and experience with the CLAS system.

Classes will be held from 8:30 AM to 4:00 PM at:

State Controller's Office
300 Capitol Mall
2nd Floor, Rio Tierra Room
Sacramento CA 95814

Regional Refresher Training sessions may be held at a later date and we will keep you posted. Please refer to the CLAS Website at <http://www.sco.ca.gov/ppsd/clas/index/htm> for both CLAS Refresher and Initial Training updates.

If you have staff that would like to attend this Refresher Training, please contact the Leave Accounting Liaison Unit at (916) 327-0756, or visit the CLAS web site.

RH:lm