

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: August 13, 2002

LEAVE ACCOUNTING LETTER # 02-016
(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 at the State Controller's Office beginning September through December 2002. Reservations must be made in advance and are confirmed on a first come, first served basis. The following training dates have been scheduled:

September 10 - 12, 2002
September 24 - 26, 2002
October 8 - 10, 2002
October 16 - 18, 2002
November 5 - 7, 2002
December 10 - 12, 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 must 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 call 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