

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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

Date: October 1, 2002

LEAVE ACCOUNTING LETTER # 02-024  
(CSU Only)

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

From: RON HUTCHESON, Manager  
Customer Support Section

Re: CLAS CSU WORKBOOK REVISION #W1 (INTERNET VERSION)

The internet version of the CLAS CSU Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

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

After entering the web site, the workbook may be accessed by clicking on the 'References' button, then clicking on the 'CSU Workbook'.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised and a summary of the revisions by Section:

Remove Pages

Insert Pages

44 - 141

44 - 145

Section - KEYING CONDITIONS

Positive Pay Employee procedures expanded to include mid-month timebase adjustments and Selected Payment chart.

Section - JOB AIDS

Added transaction code 14 (Credit Adjust) to Leave Benefit ID "FM" (Family Medical Leave Act).

Section - INFORMATION

Removed Benefit Over Maximum Report (BOM).  
New version can be found on the Campus Information  
Retrieval System compendium. Refer to Leave Letter  
#02-008 for detailed information.

Blank copy of the CSU - Employees Statement of Leave  
Information added.

If you have any questions regarding this letter, please contact  
the Leave Accounting Liaison Unit at (916) 327-0756.

RH:dk