

STATE OF CALIFORNIA

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CONTROLLER OF CALIFORNIA

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PERSONNEL/PAYROLL SERVICES DIVISION
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P.O. Box 942850
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Date: October 1, 2002

LEAVE ACCOUNTING LETTER # 02-026

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: CLAS MANUAL REVISION #1 (INTERNET VERSION)

The internet version of the CLAS Manual has been updated and replaces the current PDF version. The manual 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 manual may be accessed by clicking on the 'References' button, then clicking on the 'CLAS Manual'.

This revision includes new transactions for Family Activity Leave, Family Crisis Leave, Extended Bereavement Leave, and Fiscal Year Bereavement.

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

32 - 235

32 - 241

Section - General Information
Extended Hours portion updated.

Section - Earnings ID Chart
New transactions for Family Crisis, Family Activity,
Extended Bereavement and Fiscal Year Bereavement added.

Section - Payroll Input Process
Transactions for PARR - Lawsuit Settlement, Family
Crisis, Family Activity, Extended Bereavement and
Fiscal Year Bereavement added.

Maternity/Paternity/Adoption Leave updated to
reflect coding in 'days' instead of 'hours'.

Section - Leave Benefits
Adjust transactons (14 and 15) added.

Section - Reports and Documents
Minor corrections were made to Leave Activity & Balance
Report and Benefit Over Maximum Report.

Blank copies of the Civil Service and CSU Employee
Statement of Leave Information added.

Section - Miscellaneous
Updated Payroll Processing Center ID List to include
Forestry, Health and Human Services Data Center and
CSU, San Diego.

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

RH:dk