

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: October 7, 2002

LEAVE ACCOUNTING LETTER # 02-027
(CSU Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: CLAS INITIAL TRAINING - CSU ONLY

This is to inform you that a CLAS Initial Training session for CSU campuses will be offered in Sacramento at the State Controller's Office. Reservations must be made in advance and are confirmed on a first come, first served basis. The scheduled training dates are:

November 19 - 21, 2002

CLAS Initial Training is a two and one 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/payroll experience and a basic knowledge of leave benefit rules and Employment History transactions.

Classes will be held at:

State Controller's Office
300 Capital Mall
2nd Floor, Santa Rosa Room
Sacramento, CA 95814

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.

The training facility is accessible to persons with disabilities. 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. Please note that a minimum of three weeks advance notice is required to schedule the services of an interpreter or captioner.

RH:LM:lm