

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: December 4, 2002

LEAVE ACCOUNTING LETTER # 02-032

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

From: RON HUTCHESON, Manager  
Customer Support Section

Re: ANNUAL PURGE PROCESS

The annual CLAS Purge Process is scheduled for Saturday, December 7, 2002. This process will delete 1997 State Service and Leave Benefit transactions, as well as employee records that have been inactive since December 1997.

NOTE: Due to the Purge Process, the CLAS will not be available for update or inquiry on Saturday, December 7, 2002.

A Purge Balance/Total transaction will be posted to the January 1998 leave period during the Purge Process. Error messages may be generated and must be reviewed for appropriate action. If Purge Balance/Total transactions need to be corrected, the transactions can be voided using the B52 or S52 screen, and new Begin Balance transactions can be posted on the B50 or S50 screen.

Purge Balance/Total transactions will not post for employees whose Employment History record is out of service, or for accrued leave benefits that have had the establishment period deleted. The CLAS Unit has updated leave benefits without establishment periods, but employees who are out of service will need to be corrected by the agencies/campuses.

For questions, or to request a hardcopy of the purged information, please contact the Leave Accounting Liaison at (916) 327-0756.

RH: jmh