

STATE OF CALIFORNIA

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Date: May 2, 2003

LEAVE ACCOUNTING LETTER # 03-014

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

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: CLAS MANUAL REVISION #3 (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.shtml>

After entering the web site, the manual may be accessed by clicking on the 'CLAS References' button, then clicking on the 'CLAS' Manual link.

This revision includes the addition of the new transaction 'Use - A/R', which is used to track the use (debit) of leave credits by Bargaining Unit 05 and 06 employees to offset/satisfy an accounts receivable. Also included is the name change for the usage only benefit 'Professional Training'. The name is now 'Professional Training and Development' and will be used for employees in Bargaining Units 02 and 19.

Vertical revision bars in the right margins include 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:

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

JRH:dk