

OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
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Sacramento, CA 94250-5878

Date: May 2, 2003 LEAVE ACCOUNTING LETTER # 03-015  
(Civil Service Only)

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

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

Re: CLAS CIVIL SERVICE WORKBOOK REVISION #W3 (INTERNET VERSION)

The internet version of the CLAS Civil Service 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.shtml>

After entering the web site, the workbook may be accessed by clicking on the 'CLAS References' button, then clicking on the 'Civil Service Workbook' link.

This revision includes a clarification of lump sum procedures, updates to error message information and the Leave Activities and Balance (LAB) report, and the addition of the new transaction 'Use - A/R', which is used to track the use (debit) of leave credits for 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:

Remove Pages	Insert Pages
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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