

STATE OF CALIFORNIA

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Date: September 22, 2003 LEAVE ACCOUNTING LETTER # 03-026
(CSU Only)

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

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

Re: CLAS CSU WORKBOOK REVISION #W4 (INTERNET VERSION)

The internet version of the CLAS CSU 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 'CSU Workbook' link.

This revision includes a list of 'Benefit Descriptions' contained in the job aids section.

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

JRH:lm