

STATE OF CALIFORNIA

STEVE WESTLY,  
CALIFORNIA STATE CONTROLLER

---

OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: January 26, 2004

LEAVE ACCOUNTING LETTER # 04-005  
(CSU Only)

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

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

Re: COMPENSATING TIME OFF (CTO) AGING REPORT

In an ongoing effort to improve efficiency and reduce operating costs, the State Controller's Office (SCO) will discontinue providing the printed/hardcopy of the CTO Aging report effective March, 2004. This report will be available through the Campus Information Retrieval System (CIRS).

This report will be available for viewing/printing beginning Monday, March 22nd. Thereafter, it will be run monthly on the Friday after the Leave Activity and Balance Report is scheduled to run. Please refer to the Decentralized Calendar to determine run date.

Campuses may access the report via CIRS. Access Report Code S03 listed under the category State Controller's Reports, starting with Cycle 0403 (yyymm).

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

JRH:dk