
STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: April 20, 2004

LEAVE ACCOUNTING LETTER #04-010
(Civil Service Only)

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

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

RE: **CLAS MODIFICATIONS FOR ROLL 4 EMPLOYEE'S STATE SERVICE**

We are pleased to announce that based on your comments and suggestions, CLAS modifications have been installed to automatically post Hours Worked 1st Half (H1) state service transactions for roll code 4 (hourly, paid semi-monthly) employees who are new or returning to the CLAS.

Previously, departments were required to manually post H1 state service transactions when employees worked and received pay during the first half of the appointment leave period (see Leave Accounting Letter #02-020). Now, these transactions will be automatically posted by the CLAS.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0746.

JRH:dk