

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

DATE: October 20, 2004

LEAVE ACCOUNTING LETTER #04-022  
(Civil Service Only)

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

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services DivisionRE: **CLAS CIVIL SERVICE WORKBOOK REVISION**

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 three new Usage Only Benefits, provides instructions for processing retroactive changes to leave benefits after the employee has changed from VA to AL or AL to VA, and adds message number "989073 – Cannot add benefit/establishment period".

Vertical revision bars in the right margin include additions, deletions, or changes. Revision bars are not inserted for format, page numbers, 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 letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:lm:CLAS