

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

DATE: June 14, 2005

LEAVE ACCOUNTING LETTER #05-011

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

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

RE: **DELETION OF THE B72-ANNUAL LEAVE DELETE AND S60-STATE SERVICE  
OUT-OF-SERVICE MAINTENANCE SCREENS**

Effective June 20, 2005, the B72-Annual Leave Delete and S60-State Service Out-of-Service Maintenance screens will be removed from the CLAS database. The B72-Annual Leave Delete screen is obsolete and the S60-State Service Out-of-Service Maintenance screen should be used in very isolated and unique circumstances.

The B72-Annual Leave Delete screen was originally created to delete Annual Leave when the benefit was created in error. When the Annual Leave Program was first developed it was irrevocable and employees were not allowed to transfer back into Vacation. The CLAS now allows employees to transfer between Annual Leave and Vacation making this screen obsolete. Departments should contact the Leave Accounting Liaison when requesting a delete of the Annual Leave benefit.

The S60-State Service Out-of-Service Maintenance screen was designed to allow State Service to be reset in very unique situations when a Begin Balance is not appropriate (i.e., Separation PAR/PPT is voided). On the rare occasion when state service needs to be reset, please contact the Leave Accounting Liaison to request a reset as the State Controller's Leave Accounting Liaison will continue to have access to the S60-State Service Out-of-Service Maintenance screen for those unique circumstances.

With the removal of these screens, our goal is to eliminate confusion and erroneous transactions from being posted to the CLAS. Please contact the Leave Accounting Liaison Unit at (916) 327-0756 with any questions you may have regarding this letter.

JRH:DK:CLAS