

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

DATE: August 10, 2005

LEAVE ACCOUNTING LETTER #05-013

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

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

The Internet version of the CLAS Manual has been updated and replaces the current PDF version. The manual 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 manual may be accessed by clicking on the 'CLAS References' button, then clicking on the 'CLAS Manual' link.

This revision updates the Table of Contents, the Leave Accounting System Main Menu, Employees Not on LAS, the Earnings ID Chart, Leave Benefit Transactions, the Glossary, and the Payroll Processing Center ID list.

Vertical revision bars in the right margin designate the location of additions, deletions, or changes. Revision bars are not inserted for changes in formatting, page numbers, or grammar. 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