

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

DATE: August 10, 2005

LEAVE ACCOUNTING LETTER #05-014
(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 updates the Earned Benefits Procedure, Valid Leave Benefit Transactions, Leave Benefit Screens, Benefit Descriptions, Corrections to State Service & Leave Benefits, and CLAS Reports.

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:

REMOVE PAGES

i
10
17
22
23
30 - 35
52 - 53
60 - 61
102 - 156

INSERT PAGES

i
10
17
22
23
30 - 35
52 - 53
60 - 61
102 - 157

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

JRH:lm:CLAS