

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

DATE: August 10, 2005

LEAVE ACCOUNTING LETTER #05-015  
(CSU Only)

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

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

RE: **CLAS CSU WORKBOOK REVISION**

The Internet version of the CLAS CSU 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 'CSU Workbook' link.

This revision updates the Job Aids and the PPT Separation Reversals.

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**

26 - 30  
55

**INSERT PAGES**

26 - 30  
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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