

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
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DATE: February 22, 2006

LEAVE ACCOUNTING LETTER #06-004
(Civil Service Only)

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

FROM: JOHN R. HARRIGAN, Chief
Personnel and Payroll Services Division**RE: NEW INTERMITTENT BENEFITS**

The State Controller's Office is pleased to announce the addition of an automated tracking system for Intermittent Benefits to its California Leave Accounting System (CLAS). This automated tracking system will replace the use of leave cards when tracking Intermittent Benefits such as hours worked towards earning a Special In-grade Salary Adjustment (SISA), Merit Salary Adjustment (MSA), or Alternate Range Change, as well as hours worked towards becoming eligible for Retirement and/or Health and Dental benefits, and the completion of the employee's Personal Holiday/Vacation (PH/VA) Waiting Period. In addition to the Days Limit – Actual Time Worked (ATW) benefit, the Maximum Hours Worked benefit has also been added to the CLAS in order to track the limited number of hours an intermittent employee may work.

The creation of this automated system is in response to requests from various departments on the CLAS Customer Satisfaction Survey that is conducted every other year. The State Controller's Office has added eight new Intermittent Benefits to the CLAS as well as created a process that will automatically post applicable hours towards each of the eight new benefits. These benefits are Usage Only Benefits, and will maintain a running total the employee's hours worked towards each of the benefits. The Intermittent Benefits are available as of February 2006 and their transactions are listed below:

<u>Benefit Name</u>	<u>ID</u>	<u>Transaction Codes</u>
Alt Range Change – 960	AC	27, 35, 68, 90, 91
Alt Range Change – 1920	AY	27, 35, 68, 90, 91
Health & Dental	HD	27, 35, 68, 90, 91
Maximum Hours Worked	MX	27, 68, 90, 91
MSA	MA	27, 35, 47, 68, 90, 91
PH/VA Waiting Period	WP	27, 35, 68, 90
Retirement	RT	27, 35, 68, 90
SISA	SA	27, 35, 46, 68, 90, 91

Also, the Cancel (35) transaction has been added to the leave benefits used to track Days Limit - ATW (formerly Days Limit - TAU) and Hours Probation on the CLAS.

<u>Benefit Name</u>	<u>ID</u>	<u>Transaction Codes</u>
Days Limit – ATW	DL	35
Hours Probation	HP	35

The transactions associated with these new benefits are:

<u>Transaction Name</u>	<u>Transaction Code</u>
Begin Total	27
Cancel	35
Transfer to Leave Benefit	46
Transfer from Leave Benefit	47
Conversion Total	68
Work	90
Work Adjust	91

The above transactions may be keyed on the CLAS and the Conversion Total (68) and Work (90) transactions may also be keyed via the Payroll Input Process (PIP).

As described above, the State Controller's Office has developed an automated process that will add the amount of State Service Hours Worked for the previous leave period and post the appropriate amount of hours as a Work (90) transaction to the eight new intermittent benefits. The Days Limit – ATW and Hours Probation benefits will not be included in this process due to the fact that the CLAS is not able to determine the number of days an intermittent employee works in a month, and due to the fact that the Hours Probation benefit is tracked based on Actual Time Worked rather than the hours that are posted to the employee's State Service. The process that will post these hours will run on the Monday evening following Semi-Monthly Payroll Cutoff. When a holiday falls on that Monday, the process will run on Tuesday evening.

In order for these benefits to be included in the monthly automated process, the departments will need to create the benefits that apply to each employee by posting a Begin Total (27) transaction. Once the benefits are created, the process will post a Work (90) transaction for Roll Code 3, 4, and 8 employees who had State Service activity during the prior month. The Work transaction will be posted for an amount up to 160 hours for the SISA, MSA, Alternate Range Change (960 & 1920), and PH/VA Waiting Period benefits.

As with any other CLAS benefit, it is the department's responsibility to determine an employee's eligibility prior to creating these benefits and to utilize them according to the various bargaining unit contracts and laws and rules that apply to each. Also, for employees with mid-month or retroactive time base changes, it will be the department's responsibility to make any necessary adjustments to the State Service and Intermittent Benefit hours.

Lastly, the State Controller's Office will be announcing a new Intermittent Benefit tracking report in the Fall of 2006. This new report will assist CLAS users by verifying employee eligibility for the various benefits, as well as alert the users once an employee has met the hours required for an Intermittent Benefit. Until then, these benefits will be included on the Monthly Leave Activity and Balances Report as well as the Employee Statement of Leave when the balance for these benefits is greater than zero, however, they will not appear on the employee's Statement of Earnings & Deductions.

For additional information regarding these benefits please refer to the new Intermittent Benefits section in the [Civil Service Workbook](#). If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:LM:CLAS