

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

DATE: September 2, 2011

LEAVE ACCOUNTING LETTER #11-010
(Revised)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services DivisionRE: **ACCOUNTS RECEIVABLE (AR) OFFSET - UPDATED LIST OF VALID BENEFITS**

The transaction "USE – A/R" (transaction code AR) is used to track the usage of leave credits to offset an accounts receivable. The list of benefits, which may be used to offset an AR, has been updated per the Department of Personnel Administration's Memo to Personnel Officers dated May 06, 2011. The valid benefits are:

AL - Annual Leave

CT- CTO

EL - Educational Leave

EX/EH - Excess Hours

HC - Holiday Credit

HT - Holiday Comp Time Off

MO - Medical Officer of the Day

OC - On Call Assignment

PH - Personal Holiday

PD - Personal Day

PL - Personal Leave Program

LD - Personal Leave Program 2003

LT - Personal Leave Time

PR - Professional Leave

SL - Sick Leave (Sick leave credits can only be used to satisfy ARs due to errors in sick leave balances, per GC 19838.)

VA - Vacation

VB - Vacation Bank

PV - Voluntary Personal Leave Program

VT - Voluntary Time (V-Time)

Note: PLP 2010/2011 has no cash value and shall not be used to satisfy an AR.

The "AR" transaction may be entered via the CLAS, the Payroll Input Process system or File Transfer Protocol. This is not a "dual transaction" (i.e., it does not issue payroll and update the CLAS simultaneously when keyed via PIP). A State Controller's Office Payroll Letter will be issued, providing instructions for processing a payment to offset an accounts receivable.

The AR Offset process is not applicable to all contracts; please review contracts for eligibility prior to posting.

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

LC:SH:CLAS