

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

DATE: December 13, 2011

LEAVE ACCOUNTING LETTER #11-015
(CSU Only)

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF – CSU**

Per the Chancellor's Office HR Letter 2011-13, Holiday Informal Time Off hours will be posted for all full-time and part-time employees, with the exception of those currently on a temporary separation. The automated process to post the Holiday Informal Time Off - Earn (HI05) transactions to the CLAS will run on December 20, 2011. Campuses may choose whether to have their employees' HI benefits updated with the Earn transaction.

The following campuses are scheduled for an automatic process based on last year's requests:

- California Maritime Academy
- Channel Islands

If your campus would like to be added to or deleted from this process, please contact the State Controller's Office's Leave Accounting Liaison by December 16, 2011, at (916) 327-0756.

Intermittent employees will not be included in the automated process due to the timing of the process. Because the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2011, it is most efficient for the campuses to key an HI05 transaction to the preloaded Time and Attendance batches in PIP for the December 2011 leave period at the same time the Regular pay is being keyed.

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

LC:HM:CLAS