

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

DATE: February 26, 2014

LEAVE ACCOUNTING LETTER #14-003
(Civil Service Only)

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: **STATE SERVICE BEGIN BALANCE REPORT AND HIGH CTO, HOLIDAY CREDIT, OR EXCESS HOURS REPORT**

The CLAS Unit is pleased to announce two new reports are available on ViewDirect: the State Service Begin Balance Report (SS BB Report) and the High CTO, Holiday Credit, or Excess Hours Report (High CT/HC/EX Report). These reports were created to assist departments in identifying and correcting keying errors when posting begin balances for state service and earn transactions.

The SS BB Report identifies all state service transactions posted in the previous leave period using code **BB** (begin balance) and the state service begin balance amount.

The High CT/HC/EX Report identifies any of the following earn transactions with amounts over 100 hours posted for the previous leave period and the transaction amount:

CT06 - CTO earned at straight

CT08 - CTO earned at FLSA

HC05 - Holiday Credit earned

HC09 - Holiday Credit earned in lieu of Personal Holiday

EX05 - Excess earned

These reports are **only** available on ViewDirect and will be generated each month on the same day as the Leave Activity and Balances Report (LAB). It is the responsibility of the department to view and print these reports each month via ViewDirect, and make any necessary corrections. The report names on ViewDirect are **State Service Begin Balance**, report ID **PDL1212**; and **High CTO, HC, or EX Earn Report**, report ID **PDL1192**.

If you have any questions regarding access to reports on ViewDirect, please contact David Avila at (916) 322-3987, or Todd Soto at (916) 322-3055. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:EP:CLAS