

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

DATE: April 19, 2016

LEAVE ACCOUNTING LETTER #16-003
(CIVIL SERVICE ONLY)

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

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division (PPSD)

RE: NEW AUDITING REPORTS - REVISED STATE SERVICE BEGIN BALANCE REPORT

The CLAS Unit is releasing various auditing reports in response to the California State Auditor's report of August 2014. These reports are intended to assist departments in locating and correcting errors in their employees' leave history.

Some transactions listed on these reports may not be errors. Please review each transaction listed for accuracy, and correct those posted in error.

We also revised the State Service Begin Balance Report on ViewDirect, to exclude State Service Begin Balance (BB) transactions of zero months, posted to employees who are new to state service. This will streamline the report to mainly include Begin Balance transactions posted in the middle of history. Departments should review these transactions since they may or may not be valid.

We also reformatted the State Service Begin Balance Report to fit on one screen in ViewDirect, and to include the Fraction and Hours fields for state service. This report will now generate at the beginning of each month, and contain data for the prior month only. The report will be maintained on ViewDirect for two months, and then purged.

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

DS:JMH:CLAS