

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

DATE: May 11, 2016

LEAVE ACCOUNTING LETTER #16-006
(CIVIL SERVICE ONLY)

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

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

RE: ANNUAL LEAVE AND SICK LEAVE REPORT

The CLAS Unit has released a new monthly ViewDirect report, the Annual Leave and Sick Leave Report. This report lists employees who have erroneously accrued both Annual Leave (AL) and Sick Leave (SL) in the same leave period, between January 2013 and December 2015. The SCO provided reports previously for 2011 and 2012, and the CLAS Unit has actively monitored and contacted departments regarding any dual accruals posted to 2016.

The Annual Leave and Sick Leave Report includes the employee's name and SSN, the leave period and post dates of the transactions, the transaction types, and the accrual amounts. If accruals did post to both benefits within the same leave period, you should void one of the accruals. See page 86 in the CLAS Workbook for new instructions on "Accruing Both AL and SL in the same Leave Period" and pages 145 & 146 for the [Annual Leave and Sick Leave Report](#) description.

The Annual Leave and Sick Leave Report is available only on ViewDirect; it generates each month on the Monday following the CLAS Monthly Accrual Cycle. Every month a new report will generate, and transactions that have been voided will no longer appear on the report. The report will continue to generate until all departments have voided either the AL or SL transaction posted in the same leave period.

If you have any questions regarding access to reports on ViewDirect, please contact the ViewDirect Administrators at DSA@sco.ca.gov. For questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:HM:CLAS