

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

DATE: October 18, 2017 LEAVE ACCOUNTING LETTER #17-009

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

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

RE: **NO CLAS TRAINING FOR JANUARY – APRIL 2018**

The State Controller's Office will not offer the CLAS “Initial” training during the January through April 2018 trimester. This class was intentionally excluded from the Training Needs Assessment released on October 16, 2017.

During this break, the CLAS Unit will revise the Civil Service Workbook, “Initial” training curriculum, as well as the CLAS website, in order to provide a more user-friendly experience.

There are seats available in the following classes scheduled for the remainder of 2017:

- November 1-2
- November 14-15
- November 28-29
- December 6-7

To enroll in one of the classes listed above, please contact your supervisor and/or training coordinator. CLAS “Initial” training will resume beginning May 2018. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:SAL:CLAS