

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

DATE: June 23, 2023 LEAVE ACCOUNTING LETTER #23-003

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **NEW REPORT – 2021 AND 2022 SUPPLEMENTAL PAID SICK LEAVE OVERUSAGE**

In collaboration with the California Department of Human Resources (CalHR), on June 20, 2023, the State Controller's Office published Report PDL1402, Supplemental Paid Sick Leave – Usage Over 80 Hours to ViewDirect. This report reflects employees who used more than the allotted 80 hours for either the 2021 or 2022 COVID-related benefit known as Supplemental Paid Sick Leave (SPSL).

For each employee listed on the report, please update the employee's Leave Accounting System (CLAS) record in one of two ways:

1. Void the time used over the allotted 80 hours and charge the usage to another available leave benefit.
2. Void the time used over the allotted 80 hours and set up an Accounts Receivable (A/R) for those hours.

This report will run monthly on the Monday after Monthly Leave Processing, until the records are resolved.

In addition, under guidance from CalHR and with confirmation from the Department of Industrial Relations, certain departments have been contacted directly by the State Controller's Office to correct employee records where usage of SPSL occurred outside of the benefit period. This data will not appear on the above referenced report. The benefit period for 2022 SPSL was January 2022 – December 2022, and January 2021 – September 2021 for the 2021 SPSL benefit.

In certain cases, if the employee was eligible to use the benefit and began that usage at the end of the benefit period, they could complete the usage of the benefit into the following leave period, as long as there was no break in the usage. It should be noted that even if an employee had an eligible isolation period or illness starting in the last month of the benefit, the employee is not eligible to use SPSL after the benefit ends if they did not have any usage in during the benefit period. These records also need to be corrected, using one of the two methods referenced above.

For inquiries specific to Personnel staff authorized to access ViewDirect, contact Personnel and Payroll Services Division Decentralized Security by emailing dsa@sco.ca.gov.

If you have questions regarding this letter or on how to correct an employee's record, please contact the Leave Accounting Liaison at (916) 327-0756.

For assistance with personnel or payroll related items, agencies can use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

JEB:MRV:CLAS