

## DIFFERENCE BETWEEN CSLAS FILE AND CLAS B10 SCREEN

Consistent with the MIRS files, CSLAS is updated on a weekly basis. With minor exceptions, CSLAS mirrors data displayed on CLAS B10 Screen. If you have any leave data questions and are not familiar with the CLAS B10 screen, consult your Personnel Office for assistance.

The differences between CSLAS and the CLAS B10 Screens are:

CSLAS FILE	CLAS B10 SCREEN
LSE employees only.	LSE & NLSE employees.
Employer level benefits (i.e., CTO, Excess) for your department only.	Employer level benefits (i.e., CTO, Excess) for your department and previous employer agencies.
If state service is out-of-service, the field SS_MONTHS will display 0 (zero) and the field SS_OUT_IND will display and "X". To exclude these employees, key the where phrase: WHERE SSOUT IS-NOT 'X'	Displays message:  STATE SERVICE OUT-OF-SERVICE AS OF M/Y.
If a benefit is out-of-service, the field BENEFIT_BAL will display 0 (zero) and the field BEN_OUT_IND will display an "X". To exclude these benefits, key the where phrase: WHERE BENOUT IS-NOT 'X'	Out-of-service column displays M/Y next to benefit.

- ◆ Employees who have state service data, but do not have leave benefit data may not appear in your reports. To identify these employees, execute the Leave Common Library report LEAVE007.
- ◆ Review the CSLAS Master File Description. Fields from the CSEMP current status file are included that will allow you to write cash-out reports without using a MATCH. Check out the PLP cash out report, LEAVE006, in the Common Library.
- ◆ The field BENEFIT\_BAL (alias BENBAL) includes the last accrual, so the balances are as current as the last update.
- ◆ Reminder: **DO NOT** use slashes or dashes with your date fields.

## DIFFERENCE BETWEEN THLAS FILE AND CLAS B16 SCREEN

The differences between THLAS and the CLAS B16 Screen are:

THLAS FILE	CLAS B16 SCREEN
Leave history for your department only.	Leave history for your department and previous departments.
Does not include voided transactions.	Includes voided transactions.
Includes leave history for employees who have transferred from your department. Employees FULL_NAME will display "EMPLOYEE TRANSFERRED".	You do not have access to leave history of employees who transfer out of your department.
Includes leave history for previous 24 leave periods only. (See Update Schedule)	Includes all leave periods for a benefit.

- ◆ Review the Common Library Report, LEAVE010, for information on using the FOCUS Command Distinct Operator (DST.) to correctly count SSN's in your THLAS reports.
- ◆ To include the "data as of" date for the THLAS file, use the system variables &&THDATADT and &&THDATADT1.