

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: May 2, 2003

LEAVE ACCOUNTING LETTER # 03-016
(CSU Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: CLAS CSU WORKBOOK REVISION #W3 (INTERNET VERSION)

The internet version of the CLAS CSU Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the workbook may be accessed by clicking on the 'CLAS References' button, then clicking on the 'CSU Workbook' link.

This revision includes clarification for the posting of lump sum transactions, and updates to error message information, the 'Previously or Continuing on CLAS ' procedures, and the Compensating Time Off (CTO) Aging report.

Vertical revision bars in the right margins include additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised:

Remove Pages	Insert Pages
31	31
45	45
63	63
100	100
106	106
140 - 141	140 - 141

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

JRH:dk