

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

DATE: August 27, 2009

LEAVE ACCOUNTING LETTER #09-013
(CSU Only)

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

FROM: Don Scheppmann, Chief
Personnel/Payroll Services DivisionRE: **FURLOUGH PROGRAM**

Per the California State University (CSU) Technical Letter 2009-07, dated August 7, 2009, a CSU Furlough Program began with the July 2009 leave period and continues through the June 2010 leave period. The benefit Furlough Program (FP) has been created to track the furlough time for employees on the CLAS. The new benefit will appear on the employee's Statement of Earnings and Deductions or Direct Deposit Advices as of October 1, 2009.

- Furlough Program attributes:

Full Benefit Name:	CSU Furlough Program
Abbreviated Name:	CSUFURLO
Benefit ID:	FP
Benefit Category:	Earned Benefit
Rate of Measure:	Units
Credit Available:	Same Leave Period
Negative Balance Permitted	Yes
Valid Transactions:	01 - Use 05 - Earn 24 - Begin Balance

The State Controller's Office (SCO) will be posting Furlough Program - Earn (FP 05) transactions based on an employee's payment history. The mass update will be processed the Monday following the Monthly Master Payroll Cutoff date (see the monthly Decentralized Calendar for the specific date). This mass update will:

- include full-time and part-time (negative pay) employees in Roll Code 1,
- include employees who are issued a standard pay warrant,
- include employees whose Employment History record contains one of the Furlough Program Codes (91 – 93) in Item 957,
- post Furlough Program - Earn (FP 05) transactions to the current leave period, beginning with the August 2009 leave period,

- post 2 units of furlough to employees with code 92, and post 4 units for employees with code 91 or 93 to create the “catch-up” units for July.

Employees who are not paid a full pay period will not be included in the mass update. This includes employees whose appointments are effective after the first day of the pay period, employees who separate or are placed on leave prior to the end of the pay period, employees who are on an unpaid leave of absence, employees who otherwise require code 89 (manual override) in Item 957 (see Technical Letter HR/Salary 2009-07 and its supplements for further details). For these employees, campuses will need to:

- use the B50 – Leave Benefit Transaction Entry screen to post the Furlough Program - Earn (FP 05) transaction for the appropriate amount of units based on the number of days the warrant was reduced due to the Furlough Program,
- post a Furlough Program - Use (FP 01) transaction based on the employee’s timesheet,
- continue to post dock (that is unrelated to the Furlough Program) to the Dock benefit by keying the Dock – Use (DK 01) transaction.

Rehired Annuitants & Multiple Concurrent Position Employees

- Rehired annuitants and employees with multiple concurrent positions (i.e., 2 part-time fractional positions) cannot be tracked on CLAS and must be tracked manually. CLAS will post to an active record based on the time base in the P18 – Employee Position History screen.

Since State Service is not affected by the Furlough Program, it will be necessary for campuses to update the employment history records to document a pay period as qualifying when an employee’s pay period appears to be non-qualifying due to the unpaid furlough unit(s). For example, if an employee has 9 unpaid days during a pay period and has 2 days of unpaid furlough time for a total of 11 unpaid days, it is necessary to document the pay period as qualifying by entering a “Q” in Item 715. Therefore, when a PPT is keyed which contains a “Q” in Item 715, state service will not be updated during the automated Monthly Accrual Cycle and the campus will need to:

- post a State Service Credit (CR) or Fractional Month (FM) transaction, based on whether the employee is full-time or part-time, using the S50 - State Service Transaction Entry screen,
- post Accrue (10) or Bonus (28) transactions to accrued benefits (i.e., Annual Leave or Vacation and Sick Leave, Personal Holiday, etc.) using the B50 – LB Transaction Entry screen, and
- purge the “9126 – Cannot Determine QEP” error message from the CLAS error messages (MSG) screen after it generates during the Monthly Accrual Cycle.

Voiding a PPT transaction that contains an “N” in Item 715 will automatically void the NQLP transaction in the CLAS, however, other updates will need to be performed manually. Refer to the Employment History Item 715 section of the CLAS CSU Workbook for more information.

Retroactive corrections to an employee's pay may require the voiding and reposting of State Service and/or Furlough Program transactions. This would apply:

- when the amount of furlough time that is earned/used has changed, or
- when the Monthly Accrual Cycle and/or CSU Furlough Program mass update process has already completed and the employee's leave period has changed from non-qualifying to qualifying or vice versa.

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

DS:TW:CLAS