

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

DATE: June 12, 2000

LEAVE ACCOUNTING LETTER #00-009
(Civil Service Only)

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

FROM: Vicki Korach, Manager
Customer Support Section

RE: HOLIDAY CREDIT SPECIAL PROCEDURES

When an employee transfers from one CLAS participating department to another, special procedures are required to allow an employee's Holiday Credit balance to transfer to the gaining department. These procedures are necessary to ensure that Holiday Credit balances are reflected correctly on CLAS and the Statement of Earnings and Deductions.

When an employee transfers, post a Debit Adjustment transaction (HC15) under the losing department's position for the remaining Holiday Credit amount (end balance) using the B50 – LB TRANSACTION ENTRY screen. Under the gaining department's position, post a Begin Balance transaction (HC24) using the B50 – LB TRANSACTION ENTRY screen.

If you have any questions regarding this leave letter, contact the Leave Accounting Liaison Unit at (916) 327-0756 or (CALNET) 467-0756.

VK: dk