

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

DATE: December 5, 2000

LEAVE ACCOUNTING LETTER #00-016

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

FROM: Vicki Korach, Manager
Customer Support Section

RE: ANNUAL PURGE PROCESS

On December 9, 2000 employee leave accounting records and transactions will be purged. Upon completion of this process, 5 years of history plus the current year (up to 72 months of history) will be maintained on CLAS.

NOTE: Due to the Purge Process, CLAS will not be available for update or inquiry on Saturday, December 9, 2000.

The CLAS database will be purged on an annual basis each December. A Purge Balance/Total transaction will be posted as part of the annual process. As a result of the purge, error messages may be generated and should be worked. If a Purge Balance/Purge Total needs to be corrected, void transactions on the B52 or S52 screen and post a new Begin Balance on the B50 or S50 screen.

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

VK:rs