

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

DATE: April 23, 2001

LEAVE ACCOUNTING LETTER #01-010

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

FROM: Vicki Korach, Manager  
Customer Support Section

**RE: NEW TRANSACTION FOR FAMILY MEDICAL LEAVE ACT (FMLA)**

A new transaction, USE-FMLA, has been developed to track various types of leave benefits used in conjunction with FMLA. The transaction code, FM, is available for your immediate use. Attributes of the new transaction are:

Full transaction name: USE-FMLA

Transaction Code: FM

Valid Benefits: AL, CT, EH, EX, HC, HI, HT, LT, MO, OC, PA, PD, PH, PL, PR, PV, SL, VA, VB, VT

The new USE-FMLA transaction may be entered via CLAS, Payroll Input Process (PIP) or magnetic tape. You may post this new transaction retroactive to January 1, 1996 or the date that your agency/campus converted to CLAS after January 1, 1996. If you choose to report USE-FMLA for prior leave periods, the original transaction must be voided on CLAS using the B52-Void Transaction Entry screen. After voiding the transaction, enter a new USE-FMLA transaction using transaction code FM on the B50- Transaction Entry screen. The usage-only FMLA benefit (FM) is still available for use in order to track a running balance of FMLA hours.

For those departments/campuses with Management Information Retrieval System (MIRS) or Campus Information Retrieval System (CIRS) access, reports may be developed to assist in tracking FMLA usage during a 12 month period. Please contact your MIRS/CIRS coordinator for more information.

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

VK:jmh