

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

DATE: January 22, 2003

LEAVE ACCOUNTING LETTER #03-003
(CIVIL SERVICE ONLY)

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

FROM: JOHN R. HARRIGAN, Chief
Personnel and Payroll Services Division

RE: ACCOUNTS RECEIVABLE (AR) OFFSET - LEAVE CREDIT USE

A new transaction has been developed to track the usage of leave credits to offset/satisfy an accounts receivable.

Per the Bargaining Unit contracts, only employees in Units 5 and 6 are permitted to use leave credits to offset/satisfy an accounts receivable. In order to document this leave credit usage on the CLAS, a new "USE - A/R" transaction was developed. Below are the attributes of this new transaction:

Full Transaction Name: USE - A/R

Transaction Code: AR

Valid Benefits:

- AL - Annual Leave
- CT - CTO
- EX - Excess Hours
- HC - Holiday Credit
- HI - Holiday Informal Time Off
- LT - Personal Leave Time
- MO - Medical Officer of the Day
- CO - On Call Assignment
- PA - PAPR Lawsuit Settlement
- PD - Personal Day
- PH - Personal Holiday
- PL - Personal Leave
- PV - Voluntary Personal leave
- VA - Vacation
- VB - Vacation Bank
- VT - V-time

The "AR" transaction may be entered via the CLAS, the Payroll Input Process system or magnetic tape, and may be submitted retroactively to July 2001.

The "AR" transaction is not a "dual transaction", i.e., it does not issue payroll and update the CLAS. If your department requires a payment to be issued to satisfy the accounts receivable, please refer to Payroll Letter, 03 - 004, Accounts Receivable Offset - Leave Credit Use, dated January 16, 2003, for additional information.

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

JRH:dm