

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

DATE: September 7, 2004

LEAVE ACCOUNTING LETTER #04-019  
(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 - UPDATED LIST OF VALID BENEFITS**

The transaction "USE - A/R" (code AR) is used to track the usage of leave credits to offset/satisfy an accounts receivable. Per the Department of Personnel Administration's Personnel Management Liaison Memo 2004-038 and Payroll Letter #04-012, there has been an update to the list of benefits valid for the AR Offset process. The valid benefits are:

AL - Annual Leave  
CT- CTO  
EX/EH - Excess Hours  
HC - Holiday Credit  
MO - Medical Officer of the Day  
OC- On Call Assignment  
PH - Personal Holiday  
PD - Personal Day  
PL - Personal Leave Program  
LD - Personal Leave Program 2003  
LT - Personal Leave Time  
PR - Professional Leave  
VA - Vacation  
PV - Voluntary Personal Leave  
VT - Voluntary Time (V-Time)

The "AR" transaction may be entered via the CLAS, the Payroll Input Process system or magnetic tape. This 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 #04-012 for additional information.

**The AR Offset process is not applicable to all contracts, please review contracts for eligibility prior to posting.**

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

JRH:CLAS:DK