

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

DATE: May 24, 2007

LEAVE ACCOUNTING LETTER #07-007  
(Civil Service Only)

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

FROM: DON SCHEPPMANN, Chief  
Personnel and Payroll Services Division

**RE: INTERMITTENT EMPLOYEE BENEFIT TRACKING (IBT) REPORT**

On February 22, 2006, the State Controller's Office (SCO) issued [Leave Letter 06-004](#), announcing a new intermittent employee benefit automated tracking system within CLAS. Departments have been using this new process and have requested a report to identify intermittent time base employees who are eligible for certain benefits.

The SCO is pleased to announce that an Intermittent Benefit Tracking Report (IBT) will be available to assist CLAS departments in verifying employee eligibility for a Merit Salary Adjustment (MSA), Special In-grade Salary Adjustment (SISA), range change, retirement, health and dental benefits, probation hours, personal holiday/vacation waiting periods, maximum hours worked, and actual time worked (ATW). This report will identify those employees who are nearing or are eligible for one or more of the above benefits.

The IBT report will be generated each month on the Monday following semi-monthly cutoff beginning June 18, 2007 and will be available for viewing on ViewDirect. The report name on ViewDirect is Intermittent Tracking Report and the report ID is LASP6565. These intermittent benefits will no longer be displayed on the Leave Activities and Balances Report.

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

DWS:MM:CLAS