

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

DATE: July 15, 2021 LEAVE ACCOUNTING LETTER #21-008

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: UNION RELEASE TIME BANK DONATION BU 06, 07, AND 08

Per the California Department of Human Resources' Labor Relations Office, the State Controller's Office (SCO) is required to post Union Release Time Bank (URTB) deductions for members of Collective Bargaining ID's (CBID) R06, R07, and R08. These transactions will appear with the transaction code, RB (Donation – RTB).

This fiscal year, the donations for R06, R07, and R08 employees will automatically post according to the following schedule, and will display on the payroll warrant/direct deposit advice issued as follows:

CBID	Time Base	Leave Period	Post Date	Amount (hours)	Pay Issued
R06	FT	07-21	07/29/21	1	09/01/21
R06	INT	07-21	07/19/21	1	August 1–15 or 2 nd half
R07	FT – PT	07-21	07/29/21	1	09/01/21
R07	INT	07-21	07/19/21	1	August 1–15 or 2 nd half
R08	FT – PT	08-21	08/30/21	2	10/01/21
R08	INT	08-21	08/16/21	2	September 1–15 or 2 nd half

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, agencies can use the following contact information:

Contact:

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:SS:CLAS