

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

DATE: September 8, 2021 LEAVE ACCOUNTING LETTER #21-010

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: ADD IN LIEU OF EXCESS TRANSACTION TO PROFESSIONAL TRAINING AND DEVELOPMENT BENEFIT

The California Leave Accounting System (CLAS) has been updated in response to the California Department of Human Resources' (CalHR) announcement regarding the use of Professional Training and Development (PDD) leave in lieu of excess for the purposes of Alternate Work Week Schedule (AWWS) offset.

Effective with the September 2021 leave period, the transaction "In Lieu of Excess" (IE) is available for the PDD (PT) benefit. The transaction can be keyed on-line, using the B50 Leave Benefit Transaction Entry screen, or through PIP/FTP batches, with the Earnings ID of "PTIE."

Please refer to the various Bargaining Unit contracts for specific rules on increments and usage of the PDD benefit.

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](tel:9163727200) (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:SAL:CLAS