

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

DATE: July 18, 2025

LEAVE ACCOUNTING LETTER #25-005

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

FROM: Lisa Dean, Acting Chief  
Personnel and Payroll Services Division

**RE: UNION RELEASE TIME BANK DONATION BARGAINING UNITS 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 Identifiers (CBID) R06, R07, and R08. These transactions will appear with the transaction code, RB (Donation – RTB).

This fiscal year, the donations for CBID 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	Payroll Warrant Issue Date
R06	FT	11-25	12/15/25	1	12/31/25
R06	INT	11-25	12/22/25	1	December 1–15 or 2 <sup>nd</sup> half
R07	FT – PT	07-25	07/30/25	1.5	08/29/25
R07	INT	07-25	07/21/25	1.5	August 1–15 or 2 <sup>nd</sup> half
R08	FT – PT	08-25	08/28/25	2	09/30/25
R08	INT	08-25	08/21/25	2	September 1–15 or 2 <sup>nd</sup> 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.

**Contacts:**

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) Email [CLAS@sco.ca.gov](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto:PPSDMIRS@sco.ca.gov)
- [Statewide Customer Contact Center](#) (SCCC) (916) 372-7200

**SCO Key Initiatives:**

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

**Websites:**

- [HR](#)
- [State Employees](#)

LD:MV:CLAS