

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

DATE: March 30, 2012

LEAVE ACCOUNTING LETTER #12-006  
(Civil Service Only)

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

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **LEAVE ACCOUNTING SYSTEM - DATA CLEANSING**

In the near future, the State Controller's Office (SCO) will deploy MyCalPAYS. The current employment history, leave accounting, and payroll systems provide the majority of the data needed to populate the MyCalPAYS for state employees' personnel, leave benefits, and payroll data.

The SCO is requesting that departments ensure the data in the CLAS is complete and accurate to meet the requirements of MyCalPAYS. Please ensure the two areas below are researched and updated if needed.

#### ACTIVE P64 NON-ACCRUAL MAINTENANCE

When an employee's State Service credit and Leave Benefit accruals do not post and he/she is not on a Temporary Separation, it may be due to the P64 Non-Accrual Maintenance screen being updated. Instructions for identifying the PAR transaction codes that update the P64 Non-Accrual Maintenance screen, and when and how to update the Temporary Separation fields, have been added to the CLAS News/Update page. To go directly to this information click on the following link:  
[http://www.sco.ca.gov/Files-PPSD/Temporary\\_Separation\\_Procedures.pdf](http://www.sco.ca.gov/Files-PPSD/Temporary_Separation_Procedures.pdf).

#### INVALID NON-STANDARD RATES

When an employee is receiving a Non-Standard accrual rate departments should review whether or not the Non-Standard Rate may have been established in error. Instructions for identifying when a Non-Standard Rate has been established, and for removing a Non-Standard Rate when established in error have been added to the CLAS News/Update page. To go directly to this information click on the following link: [http://www.sco.ca.gov/Files-PPSD/NonStandard\\_Rate.pdf](http://www.sco.ca.gov/Files-PPSD/NonStandard_Rate.pdf).

For information regarding the MyCalPAYS Wave Deployment Schedule click on the following links to determine your pilot/wave number and deployment dates, respectively:

<http://sco.ca.gov/Files-21C/WaveDeploymentSchedule.pdf>

[http://sco.ca.gov/Project\\_Status.html](http://sco.ca.gov/Project_Status.html)

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

LC:SMH:CLAS