

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

DATE: March 30, 2012

LEAVE ACCOUNTING LETTER #12-007

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: USE-FMLA IS NOW AVAILABLE FOR THE DOCK BENEFIT

Effective immediately, CLAS offers the Use-FMLA transaction to be used for the Dock benefit.

When posting the Use-FMLA (FM) transaction to the Dock (DK) benefit, a Use (01) transaction must also be posted concurrently to the Family Medical Leave Act (FM) benefit.

Use-FMLA may be posted to the Dock benefit using CLAS online or via the Payroll Input Process (PIP) system. The FM transaction is not a dual transaction and will only generate a Leave Benefit transaction on CLAS.

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

LC:EAP:CLAS