

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

DATE: June 22, 2012

LEAVE ACCOUNTING LETTER #12-009

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

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services DivisionRE: **CONVERSIONS FROM CLAS TO MYCALPAYS**

With the implementation of the MyCalPAYS system in mid-June, a new eligibility status has been created for the CLAS. As departments are converted to MyCalPAYS, their employees will be designated on the P62 – Leave System Eligibility Maintenance screen as CONV (or Converted).

Employees who convert to MyCalPAYS will have their most recent position end-dated on the P18 - Employee Position History Inquiry screen for the month prior to the month they are converting to MyCalPAYS. For example, State Controller's Office employees were converted to MyCalPAYS effective May 31, 2012, the beginning of the June leave period. Therefore, their position history on CLAS was end-dated as of May 30, 2012, the last day of the May leave period.

The Converted status will prevent PAR's from interfacing with that employee's Position History, and departments will not be able to open up the employee's Position History by keying an LSE transaction on the P62 – Leave System Eligibility Maintenance screen. Therefore, if these employees transfer to a department that is not on MyCalPAYS, their eligibility status will remain Converted, and their Position History will not be opened up. However, departments will be able to key retroactivity for these employees up through their final leave period on CLAS.

Furthermore, departments should be aware of a gap in time between when the Employment History (PIMS) is shut down for an employee and when the CLAS position history is shut down. Due to the fact that the CLAS needs to post final accruals/usages for the month prior to conversion, the employee's history will remain open on CLAS until the middle of the conversion month to MyCalPAYS. Departments should also be aware that once the CLAS data is extracted in the middle of the conversion month, any changes made to CLAS will require an adjustment to the beginning balance(s) in MyCalPAYS.

A State Controller's Office letter will be issued addressing how departments should proceed when they receive employees who have a Converted status and need assistance with processing the employee's time sheets in MyCalPAYS. Additional information regarding the Employment History (PIMS) conversion to MyCalPAYS may be found in the SCO Personnel Letter #12-011. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:JMH:CLAS