

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

DATE: July 23, 2012

LEAVE ACCOUNTING LETTER #12-013
(Civil Service Only)

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

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

RE: PERSONAL LEAVE PROGRAM 2012

In response to the California Department of Human Resources' (CalHR) Personnel Management Liaisons (PML) Memos (2012-016 through 2012-027), the California Leave Accounting System (CLAS) and MyCalPAYS (MCP) have been updated with a new benefit to track the new Personal Leave Program (PLP) 2012 beginning July 2012 for Bargaining Units 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, and excluded employees.

CLAS PLP 2012 CHARACTERISTICS

Full Transaction Name: Personal Leave Program 2012
Abbreviated Name: 2012 PLP
Leave Benefit ID: LV
Benefit Type: Earned Benefit
Rate of Measure: Hours
Valid Transactions: BL, DW, FA, FC, FM, IE, PI, PL, PT, RI, RL, RN, RT, SI, SN, ST, 01,
04, 05, 14, 15, 24, 44, 48, 70, 71, 72, 81
Hours Available: Same month as earned

The transaction codes above (with the exception of codes 14, 15, 24, 44, and 48) may be entered via the CLAS or the Payroll Input Process (PIP). The transaction codes AR, 34, 36, and 37 were not created for this benefit, since the 2012 PLP has no cash value.

MCP PLP 2012 CHARACTERISTICS

Quota Type: 35
Quota Name: PLP 2012
Associated Absence Types: 1727 (2012 PLP) and 1447 (FMLA 2012 PLP) (*When hours are posted to these absence types, the available PLP 2012 balance will be reduced*)
Rate of Measure: Hours
Hours Available: Same month as earned

CLAS AUTOMATED POSTING

The SCO has developed an automated CLAS process to post the 2012 PLP to all eligible employees. The 2012 PLP will be posted for full-time and part-time employees on the Monday following Master Payroll Cutoff. The initial posting for the leave period of July will be available for keying effective July 31st for full-time and part-time employees.

The amount of the 2012 PLP – Earn (LV 05) transaction will be based on the employee's Regular (Payment Type 0) pay that had PLP deducted with the appropriate PLP Earnings ID. Credits are calculated based on Regular pay only since other types of pay, such as Overtime, Disability, and Holiday pay, are not subject to PLP. Regular pay that does not have the PLP Earnings ID will not be counted towards the 2012 PLP credit.

In August, the SCO will begin posting up to three days of 2012 PLP for Bargaining Unit 10 and in October for Bargaining Unit 19, for employees who opt to accelerate the salary reduction of their 2012 PLP by choosing to have their pay reduced by a higher rate of either 9.23% (2 days) or 13.85% (3 days).

MCP AUTOMATED POSTING

The SCO has developed an automated MCP process to post the 2012 PLP Quota to all eligible employees. The 2012 PLP Quota will be generated each Master Payroll Cutoff for each payroll area (Monthly Negative, Semi Monthly, etc.). The initial posting for the leave period of July will be available for keying effective July 31st for full-time and part-time employees.

For MCP, the amount of PLP 2012 Quota will be based on the employee's Personal SubArea Collective Bargaining Identification Designation (CBID) and their Employee Subgroup (Full time, Part time, Intermittent, etc.). Example: Full time employees designated as R01 will receive a full 8 hours of PLP 2012 Quota per month. Intermittent employees will receive PLP 2012 Quota based on the number of regular hours worked in the current month, which will be generated after time entry into CATS for the current month is complete. There will be no need for manual posting of the PLP 2012 Quota for positive intermittent employees. MCP has configured the PLP 2012 absence types so that they can be used prior to the posting of PLP 2012 Quota to allow for seamless time data entry.

MCP will accommodate the accelerated 2012 PLP Quota option for Bargaining Units 10 and 19. MCP will convert the current quota balances for employees on CLAS and balances entered via the Data Collection Site for those departments not on CLAS. Employees who opt to accelerate the salary reduction of their 2012 PLP by choosing to have their pay reduced by a higher rate of either 9.23% (2 days) or 13.85% (3 days) will also need to identify the rate during data collection using the new Time Transfer Types SQ35 (PLP Accelerated) and CQ35 (Number of PLP 2012 Accruals). The job aids for data collection have been updated to include instructions and values for the remaining departments who need to convert to MCP.

PRORATED HOURS

Full-time and part-time employees who are not issued a standard warrant will have their 2012 PLP hours prorated according to the intermittent chart in the CalHR PML for the appropriate bargaining unit. This applies to employees who are on dock, have been separated or hired mid-month, are working while on disability, etc.

CLAS MANUAL POSTING

The CLAS system will not post Earn (LV 05) transactions for positive (Roll Codes 3, 4, or 8) employees. This is due to the preference of the departments to key 2012 PLP Earn and Use (LV 01) transactions on PIP at the same time they are keying Regular Hours for positive employees, and also due to the timing of the SCO's automated process. In order to determine the amount of the 2012 PLP Earn transaction, please refer to the various bargaining unit PMLs. For instructions on keying the Earn and Use transactions in PIP, please see the section regarding positive pay employees in Leave Accounting Letter #09-003 – FURLOUGH PROGRAM.

Any retroactive PAR or dock transaction that affects an employee's time base, the number of days or hours paid, or other terms of eligibility will need to be corrected manually in CLAS when the retroactivity affects the number of hours earned for 2012 PLP.

MCP MANUAL POSTING

Any retroactive transactions that affect an employee's time base, the number of days or hours paid, or other terms of eligibility will **not** need to be corrected manually in MCP when the retroactivity affects the number of hours earned for PLP 2012. Retroactive time entry (such as dock hours or change in regular hours worked) will cause the MCP system to re-calculate the number of PLP 2012 hours credited to employees. **If** the retroactivity causes a change to the amount of PLP 2012 hours that employees are entitled to after absence type 1727 and/or 1447 is posted in CATS, an adjustment to CATS **may** be needed to adjust the absences. This can be monitored/identified by using the Time Evaluation Messages Report (transaction PT_ERL00).

CLAS REPORTING

The Monthly Leave Activity and Balances report as well as the Employee's Statement of Leave (Annual Leave Statements) that are being printed on August 14, 2012, will not reflect 2012 PLP information for intermittent or semi-monthly employees, but will reflect information for full-time and part-time employees. The employee's Statement of Earnings and Direct Deposit Advices received at the end of August will reflect the new 2012 PLP benefit.

MCP REPORTING

The Employee Time Statement (Transaction ZTM_EESTMT) may be provided to employees to show their available PLP 2012 Quota starting on July 31st. Department HR offices may also run various reports (transactions PT50 or the PT_QTA10) in MCP to view the PLP 2012 Quota Activity. The employee's Statement of Earnings and Direct Deposit Advices received at the end of July will reflect the new 2012 PLP benefit.

For additional information regarding the terms of using the 2012 PLP hours, including the dates the hours earned will expire, please refer to the bargaining unit contract. If you have any questions regarding this letter, CLAS users should call the Leave Accounting Liaison Unit at (916) 327-0756; MCP users should call the Customer Contact Center at (916) 372-7200 and press '1'.

LC:SMH:CLAS