

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

DATE: July 23, 2012

LEAVE ACCOUNTING LETTER #12-014
(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: FURLOUGH PROGRAM 2012

In response to the California Department of Human Resources' (CalHR) Personnel Management Liaisons (PML) Memo 2012-029 for Bargaining Units 9 and 13, both the California Leave Accounting System (CLAS) and the new MyCalPAYS (MCP) have updated their systems to comply with this mandated leave program. The CLAS system will use the Furlough Hours (FH) benefit to track furlough time for employees on CLAS. The benefit will appear on each employee's Statement of Earnings and Deductions or Direct Deposit Advices as of August 31, 2012. MCP will use quota type 27, Furlough, to track furlough time. The Furlough quota and available balance will appear on each employee's Statement of Earnings and Deductions or Direct Deposit Advices as of September 1, 2012 (Go-Live for Pilot 2). The associated absence type for the Furlough Quota is 1520, "Furlough."

AUTOMATED POSTING

The State Controller's Office (SCO) has developed an automated CLAS/MCP process to post the Furlough Hours to all eligible employees. Furlough Hours will be posted for full-time and part-time employees on the Monday following Master Payroll Cutoff for CLAS employees. The initial posting in CLAS for the leave period of July will occur on July 30th. The Furlough hours for MCP employees will be generated on each Payroll Area Master Cutoff and will be available for time entry via the Cross Application Time Sheet (CATS).

For CLAS, the amount of the Furlough Hours – Earn (FH 05) transaction will be based on the employee's Regular (Payment Type 0) pay that had Furlough Hours deducted with an 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 Furlough. Regular pay that does not have the Furlough Earnings ID will not be counted towards the Furlough Hours credit.

For MCP, the amount of Furlough Hours 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 R09 or R13 will receive a full 8 hours of Furlough quota per month. Intermittent employees will receive Furlough hours based on the number of regular hours worked in the current month. There will be no need for manual posting of the Furlough quota for positive intermittent employees.

PRORATED HOURS

Full-time and part-time employees who are not issued a standard warrant will have their Furlough Hours prorated according to the intermittent chart in CalHR PML 2012-029. 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 SCO CLAS system will not post Earn (FH 05) transactions for positive (Roll Codes 3, 4, or 8) employees. This is due to the preference of the departments to key Furlough Hours Earn and Use (FH 01) transactions on Payroll Input Process (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 Furlough Hours 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 the Leave Accounting Letter 09-003 – FURLOUGH PROGRAM.

Any retroactive Personnel Action Request (PAR) or dock transactions that affect 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 Furlough Hours.

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 Furlough. Retroactive time entry (such as dock hours or change in regular hours worked) will cause the MCP system to re-calculate the number of Furlough hours credited to employees. If the retroactivity causes a change to the amount of Furlough hours employees are entitled to after absence type 1520 is posted in CATS, an adjustment to CATS may be needed to adjust the absence. 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 Furlough Hours information for intermittent 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 Furlough Hours.

MCP REPORTING

The Employee Time Statement can be provided to employees that will show their available Furlough Quota starting on July 31st. Department HR offices can also run various reports (transactions PT50 or the PT_QTA10) in MCP to view the Furlough Quota Activity.

For additional information regarding the terms of using the Furlough 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