STATE OF CALIFORNIA   JOHN CHIANG,
                                                                                                    California State Controller

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

DATE: January 18, 2013   LEAVE ACCOUNTING LETTER #13-002

TO: All Agencies/Campuses in the California Leave Accounting System and MyCalPAYS

FROM: Lisa Crowe, Chief
        Personnel/Payroll Services Division

RE: **USAGE ONLY BENEFITS - CALENDAR YEAR RESET**

        This letter provides information regarding Calendar Year resets for the California Leave Accounting
        System (CLAS) and MyCalPAYS (MCP).

        <u>CLAS RESET</u>

        On January 28, 2013, the State Controller's Office reset the Total Hours/Days Used to zero for the
        2012 calendar year Usage Only Benefits:

Civil Service	CSU
Dock	Dock
Family Medical Leave Act*	Funeral Leave
Health & Dental	Jury Duty
Jury Duty	Parental Leave
Maximum Hours Worked (excluding EDD)	Union Time Off
Mentor Leave	
Union Time Off	

        These benefits were reset with the posting of a Begin Total transaction (code 27) to the January 2013
        leave period.

        *The Family Medical Leave Act benefit was reset to zero for all excluded employees and rank and file
        employees in Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20 and
        21, in accordance with their bargaining unit contracts. The benefit was not reset to zero for rank and file
        employees in Bargaining Units 5, 8, 9, and 16.

        <u>MCP RESET</u>

        MyCalPAYS tracks hours used via time type accumulators (e.g., Health & Dental – Time Type C4HD)
        and absence types (e.g., Dock, Jury Duty, Mentor Leave, FMLA). Fewer resets are required since total
        usage hours can be obtained through variants (reports) using a specific reporting period. Below are the
        resets that will take place at the beginning of each calendar year. Please refer to the Time User Package
        for information on variants.

- The Family Medical Leave Act Workbench will automatically reset deduction interval entitlements that are contingent on Calendar Year to zero.
- Maximum Hours Worked (Time Type C4MX) will automatically be reset to zero (excluding the Employment Development Department).

If you have any questions regarding this letter, CLAS users should contact the Leave Accounting Liaison at (916) 327-0756; MCP users should call the Customer Contact Center at (916) 372-7200 and press '1'.

LC:HM:CLAS