

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

DATE: April 17, 2015 LEAVE ACCOUNTING LETTER #15-005

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

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

RE: **LEAVE ACCOUNTING TRAINING JULY THROUGH DECEMBER 2015 SEMESTER ENROLLMENT**

This memo provides the latest information regarding the State Controller's Office (SCO), Personnel/Payroll Services Division's California Leave Accounting System (CLAS) training classes for July through December 2015.

TRAINING ENROLLMENT

The SCO gives enrollment priority to new Personnel Specialists/California State University (CSU) Payroll Technicians who meet class prerequisites. To request enrollment for employees such as Office Technicians (OT) or Staff Services Analysts (SSA), please contact the CLAS Liaison at (916) 327-0756.

On Monday, April 13, 2015, we electronically distributed the Needs Assessment form to all CLAS agencies/campuses. To create an equitable process for all agencies/campuses, we request that the agency/campus Training Coordinator complete the form and return it to the SCO Training Administrator at ppsdtraining@sco.ca.gov no later than Wednesday, April 22, 2015. Please note that no phone calls or faxes will be accepted in lieu of this procedure.

Based on the Needs Assessment, on May 27, 2015, the SCO will publish the July through December 2015 CLAS Training Schedule via email. The SCO Training Administrator will begin contacting each agency/campus Training Coordinator in the order that the Needs Assessment forms were received starting June 3, 2015.

CONFIRMATION OF ENROLLMENT

The SCO will send each scheduled enrollee and the agency/campus Training Coordinator an email confirmation letter approximately 30 days prior to the class date. This letter will contain important enrollment information including class dates, duration of the class, time and location.

CANCELLATION REQUIREMENTS

To cancel an enrollee, contact the SCO Training Administrator at (916) 322-0683, via email at ppsdtraining@sco.ca.gov, or via the California Relay Service at (800) 735-2929 (TTY) no later than two weeks before the class. The "two weeks before" guideline allows other employees to have an opportunity to enroll in the vacated spot.

SPECIAL NOTE ON COST

The CLAS training services are funded by department annual cost reimbursements. There is no additional charge for these training services.

ENROLLMENT SUBSTITUTIONS

Only Personnel Specialists/CSU Payroll Technicians who meet the prerequisites are allowed to substitute for a specialist/technician who is unable to attend the program. When substituting other classifications (e.g., OT, SSA), please contact the CLAS Liaison at (916) 327-0756.

COURSE REQUIREMENTS

Prerequisites ensure that each trainee succeeds in understanding the subject matter offered in the class. A trainee who lacks the required experience may have difficulty with the material and detract from the class. Therefore, if a trainee is unable to maintain the pace of the session, the instructor may request that he/she return to his/her agency/campus.

CONSULTATIONS/SPECIAL REQUESTS

If your agency/campus requires a consultation or has a special training request, contact the CLAS Liaison at (916) 327-0756.

COURSE DESCRIPTIONS AND PREREQUISITES

CLAS Initial Training (3 Days)

THIS COURSE IS ONLY OFFERED IN SACRAMENTO AT THE STATE CONTROLLER'S OFFICE.

CLAS Initial Training is a “hands-on” training program that covers the fundamentals of the CLAS and is recommended for all new CLAS users. Trainees will access the CLAS Training Database and, through the use of various exercises, will learn how to access, navigate, and update the CLAS.

Prerequisites

Must have a minimum of three months personnel/payroll experience and basic knowledge of leave benefit rules and Employment History transactions.

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

LC:EP:CLAS