

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

DATE: May 13, 2015

LEAVE ACCOUNTING LETTER #15-006

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

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

RE: REVISED HIGH CTO, HOLIDAY CREDIT, OR EXCESS HOURS REPORT

By request of the California Department of Human Resources, we revised the "High CTO, Holiday Credit, or Excess Hours Report" (High CT/HC/EX Report). This report assists departments in identifying and correcting keying errors when posting earn transactions.

Originally the High CT/HC/EX Report identified earn transactions with amounts over 100 hours. The report was revised to identify earn transaction amounts over 80 hours for CTO, over 30 hours for Holiday Credit, and over 8 hours for Excess, that are posted for the previous leave period. The report will identify these transactions:

CT06 - CTO earned at straight

CT08 - CTO earned at FLSA

HC05 - Holiday Credit earned

HC09 - Holiday Credit earned in lieu of Personal Holiday

EX05 - Excess earned

The report is **only** available on ViewDirect and will generate each month on the same day as the Leave Activity and Balances Report (LAB). Departments are responsible for viewing and printing the report each month via ViewDirect, and making any necessary corrections. The report name on ViewDirect is **High CTO, HC, or EX Earn Report**, report ID **PDL1192**.

If you have any questions regarding access to the report on ViewDirect, please contact David Avila at (916) 322-3987, or Todd Soto at (916) 322-3055. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:HM:CLAS