

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

DATE: October 12, 2015 LEAVE ACCOUNTING LETTER #15-010

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

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division

RE: **LEAVE ACCOUNTING TRAINING JANUARY THROUGH JUNE 2016 SEMESTER ENROLLMENT**

This letter provides the latest information regarding the State Controller's Office (SCO), Personnel/Payroll Services Division's California Leave Accounting System (CLAS) training classes for January through June 2016.

The State Controller's Office CLAS training provides Personnel Specialists with the essential knowledge, skills and abilities to accurately process leave accounting.

The CLAS Training Team is dedicated to the development and delivery of training that improves learner engagement and course effectiveness. To enhance our customer service, we evaluate training needs on a statewide basis. Your participation and feedback in our surveys help us determine which statewide training needs are most critical, so we can plan accordingly.

NEEDS ASSESSMENT

On Wednesday, October 14, 2015, SCO will email a link to Departments to collect their Training Needs Assessment for the January through June 2016 semester. We request that each Department Training Coordinator complete the online form no later than the close of business on Wednesday, October 21, 2015.

Click [here](#) for the Needs Assessment form. Please note, we are not able to accept phone calls, emails, or faxes in lieu of this online form.

TRAINING ENROLLMENT

Training Coordinators can enroll their students online through our website beginning Wednesday, November 18, 2015.

1. Click the Training Registration link: http://www.sco.ca.gov/ppsd_clas_training_registration.html.
2. Select a Training Class and Date. Please note, CLAS training is only offered in Sacramento at the State Controller's Office.
3. Verify that the student meets the prerequisites.
Be sure to verify that the student enrolls in a prerequisite class date that occurs prior to the advanced class date.

Prerequisites ensure that each trainee succeeds in comprehending the subject matter offered in the class. Trainees who lack 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 sessions, the instructor may request they return to their agency/campus.

4. The student will receive a confirmation of enrollment within three business days. The student notification is a system-generated confirmation. We suggest the Training Coordinator notify the student of this notification and have the student forward their confirmation email to the Training Coordinator for their records.

Please note: All classes are subject to change and/or cancellation due to training site availability low registration levels.

CONFIRMATION OF REGISTRATION

Each scheduled trainee and the agency/department Training Coordinator will receive an email confirmation letter approximately 30 days prior to the class date. This letter contains important enrollment information about the dates, duration, times, and location of the class.

CANCELLATION REQUIREMENTS

For substitutions and cancellations only, please contact us at ppsdtraining@sco.ca.gov.

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.

To cancel an enrollee, contact us at ppsdtraining@sco.ca.gov no later than two weeks before the class.

SPECIAL NOTE ON COST

Department annual cost reimbursements fund CLAS training services. There is no additional charge for these training services.

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

LC:EL:CLAS