

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

DATE: December 1, 2015

LEAVE ACCOUNTING LETTER #15-011
(Civil Service Only)

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

FROM: Debra Spellman, Acting Chief
Personnel and Payroll Services Division (PPSD)

RE: 'EARN' TRANSACTION CODE DISABLED

As of December 2015 the Earn (05) Transaction Code will be disabled on the CLAS for the following benefits:

- Personal Leave Time (LT)
- Personal Leave Program 2003 (LD)
- Personal Leave Program 2010 (LP)
- Personal Leave Program 2012 (LV)
- Personal Leave Program 1992 (PL)
- Furlough Hours (FH)

Since these programs have ended, employees are no longer eligible to earn hours and should not have any Earn (05) transactions posted to them. Departments should review the history for these benefits, to ensure employees did not earn hours following the conclusion of the program based on their bargaining unit contract.

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

DS:AJE:CLAS