

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

DATE: December 4, 2015 LEAVE ACCOUNTING LETTER #15-012

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

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

RE: **ANNUAL PURGE PROCESS**

The annual CLAS Purge Process is scheduled for Monday evening, December 7, 2015. This process will delete State Service and Leave Benefit transactions and balances for the year 2010, as well as the entire CLAS history for employees who have been separated/inactive since December 2010. Employees who have been designated as NLSE (Not Leave System Eligible) on the P62-Leave System Eligibility Maintenance screen for more than five years will also be purged.

The 2010 End Balances will be carried forward to the January 2011 Leave Period and posted as a Purge Balance or Purge Total transaction. Error messages may be generated and must be reviewed by the agencies/campuses for appropriate action. If the Purge Balance/Total transaction amount is incorrect, void the transaction and post a Begin Balance (code 24) or Begin Total (code 27) transaction for the correct amount.

Purge Balance/Total transactions will not post for:

1. Employees whose PIMS/CSUC Employment History is out-of-service.
2. State Service or Leave Benefits which are out-of-service.
3. Accrued benefits that do not have an active establishment period during the January 2010 leave period.

CLAS users are encouraged to resolve any of the above situations by COB Monday, December 7, 2015.

NOTE: CLAS users will be able to make retroactive changes to 2010 history only until 7:00 P.M. Monday, December 7, 2015.

For questions, or to obtain a hardcopy of the employee's purged history for a fee, please contact the Leave Accounting Liaison at (916) 327-0756.

DS:AJE:CLAS