

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

DATE: September 24, 2013

LEAVE ACCOUNTING LETTER #13-010

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **LEAVE ACCOUNTING TRAINING JANUARY – JUNE 2014 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 January through June 2014.

TRAINING ENROLLMENT

Enrollment priority will be given to new Personnel Specialists/CSU Payroll Technicians who meet class prerequisites. We are aware that circumstances may exist that necessitate enrollment for specialists/technicians who do not meet these requirements or for employees such as Office Technicians (OT) or Staff Services Analysts (SSA). When enrolling employees in classifications other than Personnel Specialists/CSU Payroll Technicians (e.g., OT, SSA), please contact the appropriate instructor who will work with you to accommodate your needs.

On Monday, September 30, 2013, a Needs Assessment form will be sent to all CLAS agencies/campuses via email. To create an equitable process for all agencies/campuses, we request that the agency/campus Training Coordinator complete the form and return it no earlier than 8:00 a.m. on Wednesday, October 9, 2013, and no later than the close of business on Wednesday, October 16, 2013. Please return the form to the SCO Training Administrator at ppsdtraining@sco.ca.gov or via fax at (916) 324-7293. Please note that no phone calls will be accepted in lieu of this procedure. *NOTE: when reporting your 2014 training needs, do not include anyone who is scheduled for training by the end of 2013.*

Based on the Needs Assessment, in November 2013 the CLAS Winter 2014 Training Schedule will be announced via email, and the SCO Training Administrator will begin contacting each agency/campus Training Coordinator in the order that the Needs Assessment forms were received.

CONFIRMATION OF ENROLLMENT

Each scheduled enrollee and the agency/campus Training Coordinator will receive 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 ppsctraining@sco.ca.gov, or via the California Relay Service at (800) 735-2929 (TTY) no later than two weeks before the class. It is important that the “two weeks before” guideline be followed so that other employees have an opportunity to enroll in the vacated spot.

SPECIAL NOTE ON COST

The CLAS training services offered **do not** include a \$100 late cancellation/no-show fee, nor a \$25 charge per trainee for classes held outside of Sacramento. These fee policies apply only to Statewide Training services (e.g., PIP, PAR Documentation, Salary Determinations).

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 than Personnel Specialists/CSU Payroll Technicians (e.g., OT, SSA), please contact the appropriate instructor for approval.

COURSE REQUIREMENTS

Prerequisites ensure that each trainee succeeds in comprehending 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 Leave Accounting Liaison Unit 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:AJR:CLAS