

LEAVE ACCOUNTING PURGE ARCHIVE REQUESTS

The online Leave Accounting System (LAS) stores five years plus the current year of state service and leave benefit history. Every year in December, the California Leave Accounting System (CLAS) Unit purges the oldest year off of the LAS. To view purged LAS history, department HR staff must submit a Purge Archive Request Form.

REPORT:

The Purge Archive Report consists of balance and transaction history for years no longer visible on LAS. This report will include the following LAS Screens:

- S16 Screen – State Service Balance History
- S14 Screen – State Service Transaction History
- B14 Screen – Leave Benefit Balance History
- B16 Screen – Leave Benefit Transaction History

COST:

The Purge Archive Report costs a minimum fee of \$100. Below is the cost breakdown:

- \$80 programmer charge
- \$10 handling fee charge
- \$10 per year requested

INSTRUCTIONS:

1. Fill out all fields on the Purge Archive Request form.
2. Email the completed form to CLAS@SCO.CA.GOV

The requestor and the Supervisor or Manager should be included on the email.

DO NOT Include the employee's Social Security Number (SSN) on the Purge Archive Request form or in the email. The CLAS Unit will retrieve the SSN and confirm via telephone, with the contact person listed on the form.

RETRIEVAL OF REPORT:

The CLAS Unit will send the Purge Archive Report via secure email. This email contains a unique User ID and instructions for receiving the password to allow you to download the report. You will have 10 days to download the report before your User ID and Password expire.