**FREQUENTLY ASKED QUESTIONS**

**Questions Regarding Reports:**

1) **My LAB report is late, who should I contact?**
The LAB report is bursted and distributed through the SCO, Division of Disbursements. The report will be delivered in the same manner as your warrants. If your department/campus has a courier that picks up the warrants, they must also pick up the LAB. If warrants are mailed to your department/campus, the LAB will be sent to the same address/room. If you are unable to locate your LAB report, it can be printed on-line through the ViewDirect application. For further information contact the Leave Accounting Liaison Unit.

2) **How do I get a special report?**
MIRS and CIRS users should first contact their coordinators for special reports. If your coordinator is unable to fulfill your request, you may call the CLAS Liaison Line at (916) 327-0756 to discuss the report you need with an analyst in the CLAS Unit. There will likely be a charge to your department for any special report.