

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

DATE: November 22, 2023 LEAVE ACCOUNTING LETTER #23-008

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

RE: **NEW AUDIT REPORT – LEAVE BENEFIT OVERLAP AND DUAL ACCRUALS REPORT**

On November 20, 2023, the California Leave Accounting System (CLAS) Unit released a new audit report, titled "PDL1424 Leave Benefit Overlap & Dual Accruals Report," on ViewDirect and Mobius. The report is intended to assist departments in locating employees who have erroneously accrued Annual Leave (AL), Sick Leave (SL), and/or Vacation (VA) for the same leave period, and/or who have both VA and AL active simultaneously.

The Leave Benefit Overlap and Dual Accruals Report will include: the employee's name, SSN, class code, serial number, leave period, leave benefit ID, transaction name, accrual amount, establishment period end date (if applicable), followed by the error message. The report will generate once a month every Monday following the CLAS Monthly Accrual Cycle. Run dates can be found on the Civil Service Decentralized Calendar.

The following identifies the three types of error messages noted on the report:

Please note: **Only invalid transactions need to be fixed.** Some transactions listed on the report may be valid accruals. They are listed on the report to assist departments in determining which accruals are valid and which accruals should be voided.

1. VA/AL EST LV PRD OVERLAPS

The employee has both VA and AL active with an establishment period end date of 99/99/99. For this error, the report will have the following columns blank: leave period, transaction name, and transaction amount.

- The department will need to identify which leave program the employee elected to be enrolled in and which is invalid.
- Corrections will need to be made on the B68 – Leave Benefit Establishment Period Maintenance Screen, to adjust the end leave period for the benefit that should be closed.

2. AL/VA DUAL ACCRUALS EXIST

The employee accrued both AL and VA for the same leave period.

- The department will need to determine which accrual transaction is valid.
- Corrections will need to be made on the B52 – Leave Benefit Void Transaction Entry Screen, to void the erroneous accrual.

### 3. AL/SL DUAL ACCRUALS EXIST

The employee accrued both AL and SL for the same leave period.

- The department will need to determine which accrual transaction is valid.
- Corrections will need to be made on the B52 – Leave Benefit Void Transaction Entry Screen, to void the erroneous accrual.

Once erroneous accruals have been voided, or establishment periods have been corrected, the employee record will no longer appear on the next report.

If you have questions regarding this letter or on how to correct an employee's record, please contact the Leave Accounting Liaison at (916) 327-0756.

For assistance with personnel or payroll related items, agencies can use the following contact information:

#### **Contacts:**

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email [CLAS@sco.ca.gov](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto:PPSDMIRS@sco.ca.gov)
- [Statewide Customer Contact Center](#) (916) 372-7200

#### **SCO Key Initiatives:**

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

#### **Websites:**

- [HR](#)
- [State Employees](#)

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