

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

DATE: April 6, 2020

LEAVE ACCOUNTING LETTER #20-002

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: EMERGENCY MILITARY LEAVE**

Due to the current public health emergency, the State Controller's Office is reestablishing the ability to track Emergency Military Leave on the CLAS system, effective March 1, 2020. Emergency Military Leave (EM) is to be tracked separately from the standard Military Leave (ML) and Military Hours (MH). Once the 30 days of Emergency Military Leave is met, any additional days for that same emergency should not be tracked on the ML or MH benefits.

EMERGENCY MILITARY LEAVE ATTRIBUTES:

Abbreviation:	EMER MIL
Leave Benefit ID:	EM
Benefit Type:	USAGE ONLY
Time Tracked:	DAYS
Benefit Reset:	FISCAL YEAR
Valid Transaction Codes:	01 – USE
	14 – CREDIT ADJUST
	15 – DEBIT ADJUST
	27 – BEGIN TOTAL

The Earnings IDs EM01 (Emergency Military Leave – Use), and EM27 (Emergency Military Leave - Begin Total) may be submitted via PIP or File Transfer Protocol.

If you have questions regarding this letter, please contact the Leave Accounting Liaison via phone at (916) 327-0756. For assistance with personnel or payroll related items, Agencies can contact the Statewide Tax Support Program (STSP) – PPSDtaxsupsect@sco.ca.gov, Statewide Customer Contact Center (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov, or Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov.

JEB:ADB:CLAS