

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

DATE: February 11, 2003

LEAVE ACCOUNTING LETTER #03-009
(CIVIL SERVICE ONLY)

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

FROM: JOHN R. HARRIGAN, Chief
Personnel and Payroll Services Division

RE: BARGAINING UNIT 06 SENIORITY POINTS

Seniority Points will be posted on a monthly basis for Collective Bargaining (CB) Unit 06 employees who are full-time or intermittent with a CBID designation of R06, S06 or C06 beginning with the March 2003 leave period.

Seniority Points is a usage only benefit that was developed to track seniority for the purposes of layoffs, transfers and demotions. This benefit has two valid transactions, transaction code 05 (Earn) and 27 (Begin Total).

To ensure accurate Seniority Point balances on employees' Statements of Earnings and Deductions, and Direct Deposit Advices, Seniority Point balances should be updated to reflect the correct balance as of March 2003 (balances should include Seniority Points for the February leave period). This can be accomplished by posting an "Earn" transaction (code 05) for each qualifying leave period, or by posting a "Begin Total" transaction (code 27) for the March 2003 leave period.

Seniority Points will be posted on the 3rd Monday of each calendar month following the month that Seniority Points were earned, to allow sufficient time to process intermittent attendance (example: Seniority Points for the March 2003 leave period will be posted on April 21st).

NOTE: Due to the timing of posting Seniority Points, the balances shown on the employees' Statement of Earnings and Deductions and Direct Deposit Advices will reflect a one month lag.

In order to receive a Seniority Point, full-time employees must have a state service credit (SS Credit) posted for the leave period and intermittent employees must have "Hours Worked" transactions totaling 88 hours or more posted. An earned transaction with an amount of '1' will be posted to each eligible employee's Seniority Points "benefit".

Due to the low volume and complexity in programming, part-time employees will not be included in the automated process. Departments must post part-time employees' Seniority Points manually.

The automated posting of Seniority Points may generate messages on the Leave Message System. Departments will be responsible for resolving the messages.

Below are key issues to consider when processing Personnel Action Requests, or making retroactive changes/corrections to the CLAS that affect State Service:

- The CLAS will not generate retroactive changes/corrections to Seniority Points. Departments must make these changes using the various Leave Benefit screens.
- Seniority Points will be posted based on the current month Employee Position History record. When an employee has a CBID or timebase change, departments may need to post or correct the Seniority Points for the effective leave period using the various Leave Benefit screens.

If you have any questions or need assistance, please contact the Leave Accounting Liaison at (916) 324-7256.

JRH:dk