

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

DATE: August 3, 2004

LEAVE ACCOUNTING LETTER #04-016

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

FROM: JOHN R. HARRIGAN, Chief
Personnel and Payroll Services Division**RE: NEW USAGE ONLY BENEFITS**

The State Controller's Office has developed three new usage only benefits, which may be used to track hours used in relation to union activities. These benefits may be applicable to some contracts and not others, therefore, it is the responsibility of the departments/campuses to use them according to the various union contracts. Below you will find a brief description of each of these benefits:

Official Union Business (UB)

Used to track time when employees are off on official union business.

Union Conference and Training (UC)

Used to track time when employees are attending union conferences and/or union training.

Union Paid Leave (UL)

Used to track time used by employees and paid for by the union.

The usage only benefit attributes are:

<u>Full Leave Benefit Name</u>	<u>Abbreviated Name</u>	<u>Leave Benefit ID</u>
Official Union Business	OFFCL UB	UB
Official Conference/Training	BU CONF	UC
Union Paid Leave	BU PD LV	UL

Benefit Category: Usage Only

Rate of Measure: Hours

Valid Transactions: 01, 14, 15, 27

The transactions for these benefits may be entered via the CLAS, the Payroll Input Process System, or an attendance tape. These benefits will be reset to zero during the CLAS fiscal year reset process.

If you have any questions regarding these new benefits, please feel free to contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:AD:CLAS