

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

DATE: April 30, 2020 LEAVE ACCOUNTING LETTER #20-004

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: SEIU OPEN ENROLLMENT FOR ANNUAL LEAVE AND VACATION/SICK LEAVE

Pursuant to SEIU Bargaining Unit agreements, employees in Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20 or 21 may make an Annual Leave/Vacation enrollment change during the annual open enrollment period in April, effective the first day of the June pay period.

It is important that departments coordinate the processing of these requests in consideration of the various updates made to CLAS by the State Controller's Office, as well as updates made by their department's IT staff for Automated Department Interface. In order to assist departments and avoid corrections and retroactive processing, calendars have been created for the month of June illustrating the schedule recommended for the most efficient and accurate processing.

Departments should utilize one of the calendars below, based on the timing of their accrual cycle. Each subheading is linked to that calendar on our website. The examples are to illustrate the timing and coordination needed between departments and the State Controller's Office. For additional details on processing a transfer between Annual Leave and Vacation/Sick Leave, see the link to the Conditions section at the end of this letter.

[STANDARD MONTHLY ACCRUAL CYCLE](#)

Example: An employee requests to transfer from Vacation/Sick Leave to Annual Leave during Open Enrollment, effective with the June leave period. This employee works for a department that receives their accruals with the Monthly Accrual Cycle, as noted on the Decentralized Calendar.

1. Refer to the June calendar for the Standard Monthly Accrual Cycle.
2. Key the employee's Vacation/Sick Leave use for May to LAS or PIP, preferably between the dates of June 1 – 12, so the data is included on the Monthly LAB Report.
3. Vacation/Sick Leave accruals will post for the May leave period on June 10.
4. Address all LAS error messages in MSG by Master Payroll Cutoff on June 19.
5. Process the transfer from Vacation to Annual Leave, effective June 2020, during the dates of June 22 – 25.

[2nd WORKDAY ACCRUAL CYCLE](#)

Example: An employee elects to transfer from Annual Leave to Vacation/Sick Leave effective June 2020. This employee works for the California Highway Patrol, with accruals posted on the 2nd workday of the leave period.

1. Refer to the June calendar for the 2nd Workday Accrual Cycle.
2. Annual Leave accruals will post for the May leave period on June 2.
3. CHP downloads May Accruals and June Begin Balances as early as June 3.
4. CHP electronically sends Annual Leave use for May, preferably between the dates of June 1 – 12, so that data is included in the Monthly LAB Report.
5. Personnel Specialist addresses any LAS error messages in MSG by June 18.
6. SCO creates the Leave Benefit File on June 19.
7. Personnel Specialist processes the transfer from Annual Leave to Vacation/Sick Leave, effective June 2020, during the dates of June 23 – 25 in both CLAS and the CHP Payroll Calculator.
8. Employee keys their June leave use to Vacation/Sick Leave in the CHP Payroll Calculator.

FTP FILE-GENERATED ACCRUAL CYCLE

Example: An employee elects to transfer from Vacation/Sick Leave to Annual Leave effective June 2020. This employee works for CalPERS, with accruals posted on the day they submit their attendance to SCO via FTP.

1. Refer to the June calendar for the FTP File-generated Accrual Cycle.
2. Annual Leave accruals will post for the May leave period when the attendance (FTP) file is processed.
3. CalPERS will electronically send Annual Leave use for May, preferably between the dates of June 1 – 12, so that data is included in the Monthly LAB Report.
4. Personnel Specialist addresses any LAS error messages in MSG by June 18.
5. SCO creates the Leave Benefit File on June 19.
6. CalPERS downloads May Accruals and June Begin Balances on June 22.
7. Personnel Specialist processes the transfer from Vacation/Sick Leave to Annual Leave, effective June 2020, during the dates of June 23 – 25 in both CLAS and the CalPERS system.
8. Employee keys their June leave use to Annual Leave in the CalPERS system.

CLAS SCREENS

For employees who have elected to transfer into Annual Leave:

- If Annual Leave has never been established, use the B66 – Leave Benefit Add screen to establish Annual Leave with a Begin Leave Period of June 2020.
- If Annual Leave has already been established, use the B68 – Leave Benefit Establishment Period Maintenance screen, and key an ‘A’ to add a new establishment period of June 2020.

For employees who have elected to transfer into Vacation and Sick Leave:

- If Vacation and Sick Leave have never been established, use the B66 – Leave Benefit Add screen to establish Vacation and Sick Leave with a Begin Leave Period of June 2020.
- If Vacation and/or Sick Leave have already been established, use the B68 – Leave Benefit Establishment Period Maintenance screen, and key an ‘A’ to add a new establishment period with a Begin Leave Period of June 2020.

For detailed instructions please refer to the Conditions Section of the Civil Service CLAS Workbook available online at: https://sco.ca.gov/Files-PPSD/clas_cs_workbook.pdf.

If you have questions regarding this letter, please contact the Leave Accounting Liaison 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:JB:CLAS