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

DATE: November 26, 2024

LEAVE ACCOUNTING LETTER #24-007

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division

RE: CALIFORNIA LEAVE ACCOUNTING SYSTEM ANNUAL YEAR-END PURGE PROCESS

The California Leave Accounting System (CLAS) will be running year-end annual maintenance processes on Monday, December 9, 2024, at 6:00 p.m.

During that time, the following system purge processes will occur:

- Calendar year 2019 leave accounting end balances will be carried forward to the January 2020 leave period as either a purge balance (for accrued/earned benefits and state service) transaction or a purge total (for usage only benefits) transaction.
- Calendar year 2019 leave benefit transactions and balances will be deleted.
- Leave benefits with an establishment period ending in 2019 will be deleted.
- Calendar year 2019 state service transactions and balances will be deleted.
- Employees who have separated or become inactive since December 2019 will be deleted.
- Employees designated as Not Leave System Eligible (NLSE) for more than five (5) years will be deleted. The effective date and NLSE designation may be found on the P62 Leave System Eligibility Maintenance screen.

Please note that purge balance/total transactions will not post for:

- Employees whose Personnel Information Management System (PIMS) history is out of service,
- State service or leave benefits that are out of service, or
- Accrued benefits that do not have an active establishment period during the January 2019 leave period.

If departments determine that a purge balance/total transaction amount is incorrect, they are instructed to void the transaction and post a begin balance (code 24) or begin total (code 27) transaction for the correct amount.

In preparation for these year-end activities and to avoid system related errors, Departments are advised to resolve all outstanding CLAS Errors and retroactive changes no later than 5:30 p.m. on Monday, December 9, 2024.

To request a hardcopy of an employee's purged history (fees will apply), please find instructions on the [CLAS Procedures](#) webpage.

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 use the following contact information:

Contacts:

- Affordable Care Act (ACA) Email 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
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDMIRS@sco.ca.gov
- [Statewide Customer Contact Center](#) (SCCC) (916) 372-7200

SCO Key Initiatives:

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

Websites:

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

LD:DR:CLAS