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

DATE: July 15, 2025

LEAVE ACCOUNTING LETTER #25-004

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

FROM: Lisa Dean, Acting Chief  
Personnel and Payroll Services Division**RE: UPDATE TO PRODUCTION OF EMPLOYEE STATEMENT OF LEAVE**

Effective July 2025, the State Controller's Office will transition the annual Employee Statement of Leave (ESL) print report to a monthly digital-only format, available via [ViewDirect and Mobius View](#).

Purpose for the ESL Report: The ESL report is a key resource for California Leave Accounting System (CLAS) users to share with employees and managers, ensuring accurate leave balances, usage tracking, and accrual monitoring. It provides current balances, details on accrual rate changes and leave cap overages, and serves as a critical audit tool to prevent long-term discrepancies and retroactive corrections.

**Departmental Distribution Guidelines:**

- All CLAS departments, including those that previously opted out of ESL production, will now receive monthly ESL reports in the digital format that can be downloaded and digitally distributed to employees and their managers.
- Employees can also access and download their ESL report via the Cal Employee Connect portal under the Leave tab.
- Employees without computer access should be provided with printed copies by their department to ensure they receive their ESL.
- Departments who do not wish to distribute the ESLs digitally or prefer to provide physical copies to staff can print the entire file from Mobius View.

**Report Names and Structure:**

- PDESLA: Employee Statement of Leave Information [Full department file]
- PDESLU: Employee Statement of Leave Information [Files sorted by Reporting Unit]

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](mailto: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](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto: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](#)

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