

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

DATE: May 24, 2018 LEAVE ACCOUNTING LETTER #18-005

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division (PPSD)

RE: **CLAS CIVIL SERVICE WORKBOOK AND WEBSITE REVISIONS**

The Leave Accounting Liaison Unit is pleased to announce the availability of a revised CLAS Civil Service Workbook and updated website resources.

Several topics within the Processes section of the Workbook now provide more complete, clear instructions. These topics include:

- Leave System Eligibility
- Not Leave System Eligible
- Payroll Input Process (PIP) - Copy Batch Process

NOTE: Please follow these instructions and be very cautious when copying batches. Using a future Pay Period will result in suspended payments. Revisions to the Payroll Procedures Manual (PPM) will follow.

The [B50 Leave Benefit Transaction Job Aid](#) has been revised to remove the Cancel (35) transaction, which is now only used with Intermittent Benefits.

The previous Conditions "New to CLAS" and "Previously or Continuing on CLAS" have been expanded to the following four conditions:

- New to State
- New to CLAS
- Previously on CLAS
- Continuing on CLAS

This expansion provides detailed, clear instructions specific for each scenario. Along with each condition, a new flowchart of the steps is also provided. The checklists on pages 16 & 17 were removed due to redundancy.

The revised [CLAS Civil Service Workbook](#) may be accessed on the State Controller's Office website.

CLAS Civil Service Workbook revisions and page numbers are summarized below. All page numbers from page 4 through 232 have been changed.

SECTION	TITLE	PREVIOUS PAGE NO.	NEW PAGE NO.
Table of Contents	Processes	i & ii	i & ii
Table of Contents	Job Aids	iii	iii
Table of Contents	Conditions	iv	iv
Table of Contents	Information	v	v
Table of Contents	Intermittent Benefits	vi	vi
	Leave System Eligibility	1 through 3	1 through 4
	Not Leave System Eligible	4 & 5	5 & 6
	Payroll Input Process (PIP)	6 & 7	7 & 8
	New to CLAS – checklist	16	N/A
	Continuing or Previously on CLAS – checklist	17	N/A
Job Aids	B50 – Leave Benefit Transaction Entry	33	32
Conditions	Table of Contents	51	50
Conditions	New to State Service	N/A	51 through 56
Conditions	New to CLAS	52 through 54	57 through 62
Conditions	Previously on CLAS	55 through 58	63 through 71
Conditions	Continuing on CLAS	55 through 58	72 through 77

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

MR:SAL:CLAS