

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

DATE: November 28, 2018 LEAVE ACCOUNTING LETTER #18-008

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

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

RE: **ANNUAL PURGE PROCESS**

The annual California Leave Accounting System (CLAS) purge process is scheduled to run on Tuesday, December 4, 2018 at 6:00 p.m. The process will delete state service and leave benefit transactions and balances for the 2013 calendar year, and the entire CLAS history for employees who have separated or inactivated since December 2013. Employees who are designated as Not Leave System Eligible (NLSE) for more than five years also will be purged. The process will purge employees from CLAS who have an NLSE effective date prior to January 1, 2014. The effective date and NLSE designation may be found on the P62 Leave System Eligibility Maintenance screen.

The 2013 end balances will be carried forward to the January 2014 leave period and posted as a purge balance (for accrued/earned benefits) or purge total (for usage only benefits) transaction. Error messages may be generated, which agencies must resolve. If the purge balance/total transaction amount is incorrect, void the transaction and post a begin balance (code 24) or begin total (code 27) transaction to the correct amount.

Purge balance/total transactions will not post for:

1. Employees whose Personnel Information Management System (PIMS) history is out of service;
2. State service or leave benefits that are out of service; or
3. Accrued benefits that do not have an active establishment period during the January 2014 leave period.

Errors and retroactive changes must be resolved no later than 6:00 p.m. on Tuesday, December 4, 2018.

For questions or to request a hardcopy of the employee's purged history (fees will apply), please find [instructions](#) on the State Controller's Office website.

MR:JMH:CLAS