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Arnold Schwarzenegger
Governor

TO: All Air Resources Board Employees

FROM: /s/ Sheryl Brooks, Chief
Human Resources Branch
Administrative Services Division

DATE: July 2, 2008

SUBJECT: CONVERSION TO THE CALIFORNIA LEAVE ACCOUNTING SYSTEM

On June 1, 2008, the Human Resources Branch (HRB) converted to the California Leave Accounting System (CLAS) for updating leave balances. CLAS is a leave accounting system maintained by the State Controller's Office (SCO). CLAS eliminates key entry duplication of personnel information and allows for a monthly leave balance report that will be displayed near the bottom of your Statement of Earnings and Deductions (pay warrant stub), see attached sample. This will begin with the paycheck received on August 1, 2008. Bereavement Leave and Administrative Time Off will not display on the Statement of Earnings and Deductions because of the sensitivity of these leave benefits. Unpaid Leave Dock will also not display. Additionally, because leave information is not turned in until the end of the pay period, the leave balances displayed on the pay warrant stub will not include the current pay period. For instance, the pay warrant stub you receive for the July pay period will have the beginning balances and usages for June. Intermittent (hourly) employee's statements will reflect all activity as of the issue date of the warrant.

In order to accommodate the reporting requirements of CLAS, it was necessary to revise the Time Report (ASD 26) with cell protection to prevent users from altering the form. Effective with the July 2008 pay period the revised Time Report (Rev 06/2008) must be used. The prior version will no longer be accepted. All printed copies of the previous Time Report should be destroyed. The revised Time Report and instructions for completion can be accessed at <http://arb.ca.gov/forms/timerpt.xls> and <http://arb.ca.gov/as/personnel/hrforms/timerptinstruction.pdf>.

The ongoing process of maintaining, updating, and processing leave records and the timeframes associated with these activities will occur at approximately the same time each month. To reflect accurate and timely information on employee's leave balances it is important that HRB receives all Time Reports by the 3rd working day after each pay period.

Attached is a sample of the Leave Activity & Balance Report (LAB) which is a CLAS generated report which reflects the leave balances/activity for a specific leave period. HRB will provide a training session that will include a question and answer portion for Administrative Liaison's to ease the transition to the new time report. This training will be announced shortly. If you have any questions, please contact your assigned Personnel Specialist as listed in the [Directory of Administrative Services](#).

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

Attachment
Statement of Earnings and Deductions

STATE OF CALIFORNIA

STATEMENT OF EARNINGS AND DEDUCTIONS

OFFICE OF STATE CONTROLLER

AGY/UNIT **PAY PERIOD 06/08**
TAX YEAR 00 **ISSUE DATE 07/01/08**
TAX STATUS **FED M-00 CA STATE M-00**

SOC SEC NO XXX XX XXXX
WARRANT NO 01-853269

		GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT		3054.00	2912.48	897.39	2156.61
YEAR-TO-DATE		27592.01			
EARNINGS	DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT
REGULAR			3054.00	FEDERAL TAX	357.50
				STATE TAX	63.85
				*RETIREMENT	127.05
				FICA	232.52
				*F CIGNA	.00
				*F DLTADNTL	14.47
				VISION-VSP	.00
				FED TAX ADJ	50.00
				CHTBL CNTRB	2.00
<hr/>					
EMPLOYER CONTRIBUTIONS (current and adjustments)					
<hr/>					
RETIREMENT	FICA	HLTH/FLEX			
271.16	232.52	350.03			
VISION					
11.25					
<hr/>					
	05/08 BEGIN BAL	CREDIT	USED	MISC	06/08 BEGIN
VACATION	201.50	10.00	0.00	0.00	211.50
SICK LV	160.50	8.00	0.00	0.00	168.50
PH	0.00	1.00	0.00	0.00	1.00 UNITS
PLP	144.00	0.00	0.00	0.00	144.00
CTO	13.75	0.00	0.00	0.00	13.75
EX HRS	10.50	0.00	0.00	0.00	10.50
JURY DUTY	24.00	0.00	0.00	0.00	24.00

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Leave Activity & Balance Report (cont. 5)

Rev. 07/05

SAMPLE OF LAB WITH SSN

LASP904C LABRT2
11/19/02 13:56:28

STATE CONTROLLER'S OFFICE - PPSD
LEAVE ACCOUNTING SYSTEM

AGY/RU: 006/675

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LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/02 AS OF 11/19/02

EMPLOYEE INFORMATION	LB	BEGIN 10/02	CREDIT	USED	MISC	BEGIN 11/02	SS CARRYOVER MOS HW FM
000-00-0004	VA					21.00	03
BA SOUP	SL	10.00	8.00	0.00	0.00	18.00	
5278-702 R01	PH						
000-00-0005	AL	38.00	14.00	11.50	0.00	40.50	83
J SANDS	PH	0.00	0.00	0.00	0.00	0.00	U
6215-672 R12	CT	29.75	0.00	0.00	0.00	29.75	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006	AL	233.00	14.00	8.00	0.00	243.00	64
RB MAYBERRY	PH	0.00	0.00	0.00	0.00	0.00	U
6215-673 R12	CT	6.25	0.00	0.00	0.00	6.25	
	HC	0.00	0.00	0.00	0.00	8.00	
000-00-0007	VA	110.00	12.00	0.00	0.00	122.00	166
RJ HOUSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	68.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0008	AL	233.00	14.00	4.50	0.00	242.50	70
JJ CLAVIN	PH	0.00	0.00	0.00	0.00	0.00	U
6476-672 R12	CT	1.50	0.00	0.00	0.00	1.50	
000-00-0009	VA	12.00	12.00	12.00	0.00	12.00	171
AL JONES	SL	8.00	8.00	8.00	0.00	8.00	
6476-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	73.00	0.00	35.00	0.00	38.00	
	CT	13.25	0.00	12.50	0.00	0.75	
000-00-0010	VA	17.00	10.00	0.00	0.00	27.00	86
PD ZOMBE	SL	146.00	8.00	16.00	0.00	138.00	
6252-671 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	CT	0.00	18.75	0.00	0.00	18.75	
	HC	16.00	0.00	0.00	0.00	16.00	
	EX	22.00	0.00	0.00	0.00	22.00	

200-21-7777
JC SMITH
6252-672 R12

STATE SERVICE OUT OF SERVICE 11/02

AGY/RU: 006/675