

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

DATE: November 22, 2016

LEAVE ACCOUNTING LETTER #16-014

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

FROM: Debra Spellman, Chief
Personnel/Payroll Services DivisionRE: **PAPER REDUCTION EFFORT – LAB AND 672**

In an effort to decrease paper consumption and increase the security of state employee's Social Security Numbers (SSN), the State Controller's Office (SCO) is discontinuing the hardcopies of the Monthly Leave Activity and Balances (LAB) Report, effective March 16, 2017. Therefore, the final hardcopies of the Monthly LAB Report will be printed February 14, 2017.

Two electronic versions of this report are maintained on ViewDirect, and are updated on a monthly basis:

LASP904C - Leave Activity and Balances Report (LAB)

LASP906C - Leave Activity and Balances Report (LAB) – NO SSNS

The 904C version of the report includes SSNs of the employees, and the 906C version excludes SSNs. To allow departments more time to print the Monthly LAB report, or have additional time to reference it, the report will remain on ViewDirect for a period of three months, beginning March 2017. The report, or sections of it, may be printed from ViewDirect using the 'PRINT' command.

Also, departments have the option to decrease the number of hardcopies of the 672 – Time and Attendance Report they receive from two copies to one copy. If a department is interested in reducing their hardcopies of the 672 report, leave a message with the Leave Accounting Liaison including the name of your department and the agency codes affected. Requests must be made by the Personnel Transactions Manager on or before the day after Master Payroll Cutoff to be effective with the subsequent printing of the 672s.

For questions regarding the LAB or 672 copies, call the Leave Accounting Liaison at (916) 327-0756.

For questions regarding ViewDirect, contact the Decentralized Security Administrator at dsa@sco.ca.gov.

DS:JMH:CLAS