

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

DATE: July 13, 2022

LEAVE ACCOUNTING LETTER #22-006

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: UNION RELEASE TIME BANK DONATION BU 06, 07, AND 08**

Per the California Department of Human Resources' Labor Relations Office, the State Controller's Office (SCO) is required to post Union Release Time Bank (URTB) deductions for members of Collective Bargaining units (CBID) R06, R07, and R08. These transactions will appear with the transaction code, RB (Donation – RTB).

This fiscal year, the donations for R06, R07, and R08 employees will automatically post according to the following schedule, and will display on the payroll warrant/direct deposit advice issued as follows:

CBID	Time Base	Leave Period	Post Date	Amount	Pay Issued
R06	FT	07-22	07/28/22	1	09/01/22
R06	INT	07-22	07/18/22	1	August 1–15 or 2 <sup>nd</sup> half
R07	FT – PT	07-22	07/28/22	1	09/01/22
R07	INT	07-22	07/18/22	1	August 1–15 or 2 <sup>nd</sup> half
R08	FT – PT	08-22	08/30/22	2	10/01/22
R08	INT	08-22	08/22/22	2	Sept. 1–15 or 2 <sup>nd</sup> half

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:

- Affordable Care Act (ACA) Email [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)
- Cal Employee Connect Feedback Email [connectfeedback@sco.ca.gov](mailto:connectfeedback@sco.ca.gov)
- Cal Employee Connect Email [connecthelp@sco.ca.gov](mailto:connecthelp@sco.ca.gov)
- California Leave Accounting System (CLAS) Email [Clas@sco.ca.gov](mailto:Clas@sco.ca.gov)
- ConnectHR Email [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)
- ConnectHR Feedback Email (All HR Staff) [connecthrhelp@sco.ca.gov](mailto:connecthrhelp@sco.ca.gov)

- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@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 (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:SS:CLAS