

GLOBAL MESSAGE PROCEDURES

BACKGROUND

Global messages are the announcements printed at the bottom of employees' earning statements. Over the past several years, the Global Message program has grown in popularity. The State Controller's Office found it necessary to provide uniform procedures for all users.

GENERAL RULES

- Global messages are allowed based on support of a state agency and their business functions/missions. They are not allowed for any non-state activity.
- The printing of a global message is entirely up to the SCO and an approved message may be bumped at any time for other messages deemed a higher priority by the SCO.
- The State Controller's Office (SCO) only allows the particular subject matter of an approved global message to be advertised for one month within a given year. In other words, the same subject matter will not be approved for printing in more than one month per year.
- An agency cannot have more than one message per month, even if they are different.
- An agency cannot have a message in back-to-back months.

PROCEDURES

Submission Instructions and Timeline

- The SCO will approve up to three (3) global messages per month. Each printed message will be distinguished by an "*" (asterisk) at the beginning of the first line.
- Requests are processed on a first come, first serve basis (state business may take precedent in some cases)
 - You can request a "placeholder" up to a year in advance by sending an email to:
 - Hadiyeh Keissar at hkeissar@sco.ca.gov
 - cc: Arlene Bailey at abailey@sco.ca.gov and Chuck Lucas at clucas@sco.ca.gov
 - SACS TEAM at ppsdsacs@sco.ca.gov
 - Request should identify the time frame (i.e., April 1st – 30th) in which the agency would like to request the printing of the message.
 - You will receive an email confirming that your request has been approved, or denied.
- If approved, you must submit an electronic formal letter signed by either your agency chief, or your public information director *at least 30 days prior to the date you are requesting the global message to run* (i.e., global message runs during the time frame of April 1st -30th, you would need to submit the signed electronic formal letter no later than March 1st).

Address the Letter to:

Marissa Revelino, Division Chief
 State Controller's Office, Personnel and Payroll Services Division
 P.O. BOX 942850
 Sacramento, CA 94250-5878

Email the soft copy of the letter to:

Hadiyeh Keissar, Program Analyst
Personnel/Payroll Services Division
hkeissar@sco.ca.gov

cc:
Marissa Revelino, Division Chief
Personnel/Payroll Services Division
mrevelino@sco.ca.gov

Lisa Dean, Bureau Chief
Personnel Management & Analysis Bureau
ldean@sco.ca.gov

Erin Leight, Manager
Personnel Management & Analysis Bureau-EH/SACS
eleight@sco.ca.gov

Arlene Bailey, Manager
Personnel Management & Analysis Bureau- SACS Unit
abailey@sco.ca.gov

Chuck Lucas, Program Analyst
Personnel/Payroll Services Division
clucas@sco.ca.gov

SACS Team
ppsdsacs@sco.ca.gov

Message Size Requirements

- Maximum of three (3) lines per message
- Limit 62* (See NOTE) character/spaces per line

NOTE: Each printed message will be distinguished by an "*" (asterisk) at the beginning of the first line. Therefore, the first line of the global should contain 61 characters.

Printing Exceptions

- The following special characters are not allowed:
 - ! Exclamation Point
 -] Right Bracket
 - [Left Bracket
 - & Ampersand

Questions

- Please contact Hadiyeh Keissar at hkeissar@sco.ca.gov for any additional information.