

GLOBAL MESSAGE PROCEDURES

BACKGROUND

Global messages are the announcements printed at the bottom of employees' earning statements for Civil Service and CSU employees.

GENERAL RULES

- The State Controller's Office (SCO) only allows three (3) global messages per month.
- 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 cancelled at any time for other messages deemed a higher priority by the SCO.
- A particular subject matter will only be advertised for one month within a given 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

- Requests are processed on a first come, first serve basis. The reservations for a placeholder can be made up to a year in advance.
- Reservation requests can be sent to the SACS Unit at ppdsacs@sco.ca.gov.
 - Request should identify the pay period issue dates (i.e., April 1st – 30th, 2021) in which the agency would like to request the printing of the message.
 - You will receive an email confirming that your request has been accepted or declined.
- After reservation acceptance, an electronic formal letter signed by either the agency chief, or agency public information director *at least 30 days prior to the date the global message has been accepted to print* (i.e., global message prints during the time frame of April 1st -30th, submit the signed electronic formal letter no later than March 1st).
- Submit letter to PPSDSACS@sco.ca.gov. (Do not mail letter)

The letter must include the following information:

- Address the electronic letter to:

Chuck Lucas, Manager
Systems Activities Coordination and Support Unit
State Controller's Office, Personnel and Payroll Services Division

- Message Size Requirements
 - Maximum of three (3) lines per message.
 - Limit 61 character/spaces per line.
 - The following special characters are not allowed:
 - ! Exclamation Point
 -] Right Bracket
 - [Left Bracket
 - & Ampersand

QUESTIONS

- Please contact SACS Unit at ppdsacs@sco.ca.gov for any additional information.