

**PERT Certifiers' Communication Sample:**

Dear (insert i.e. Dr. Lewis:)

The (insert, i.e. Spring 2018) PERT effort reports (period from insert i.e. 12/20/17-05/17/18) are now available for your review. The deadline is (insert i.e. **August 17, 2018**); however, if you could get this done as soon as possible, we would appreciate it. Your I.D. is: (insert i.e. 0000003907)

**Below is an overview of the effort report detail for the PERT reports needing review and certification:**

| Name            | Employee I.D. | Record | Project I.D./R0 Account | Payroll Percent | Effort Percent |
|-----------------|---------------|--------|-------------------------|-----------------|----------------|
| Eckart, Teresa  | 00000044590   | 0      | 1213100800              | 100             | 100            |
| Jiang, Bo       | 00000043760   | 0      | 121300000               | 2               | 2              |
| Jiang, Bo       | 00000043760   | 0      | 1213103000              | 25              | 25             |
| Jiang, Bo       | 00000043760   | 0      | 1213104000              | 73              | 73             |
| Lewis, Jennifer | 00000039027   | 600    | 1213100800              | 14              | 14             |
| Lewis, Jennifer | 00000039027   | 600    | 1213103000              | 38              | 38             |
| Lewis, Jennifer | 00000039027   | 600    | 1213104000              | 24              | 24             |
| Lewis, Jennifer | 00000039027   | 600    | 1213105000              | 24              | 24             |

**As a reminder, certification training for PERT effort reports is available online at the following link: <https://usflearn.instructure.com/enroll/YR4MPC>**

Thanking you in advance and please let me know if I can be of further assistance or can clarify any additional questions you may have regarding these PERT reports.

Regards,

**“PERT-ie” Please Reminder:**

Dear **Dr. Larsen**:

The **Summer 2014** PERT effort reports are now available for your review. The deadline is **Friday, August 22nd**; however, if you could get this done as soon as possible, we would appreciate it. Your I.D. is: **00000041669**.

| Name                 | Employee I.D.      | Record   |
|----------------------|--------------------|----------|
| <b>Joseph Ganley</b> | <b>00000048533</b> | <b>0</b> |
| <b>Dijana Lekic</b>  | <b>00000053080</b> | <b>0</b> |

If you have any questions, please let me know and thanks in advance for your assistance.

Regards,

## Exit Email w/ attachment:

Hello Leila,

I have just received notification that you will be leaving the College of Public Health, effective October 11<sup>th</sup>. Since you will not be here for the upcoming Summer and Fall 2014 PERT reports, I have attached Exit Effort Reports for your review and signature. If you would forward them to me after your review for our compliance files, I would appreciate it.

### Optional paragraph:

Since you will be transferring to the AHEC Office, please take a copy of the signed forms with you, as you will need to have them included in your Fall 2014 PERT report, since you will still have payroll charges reflected in that report. If you have any questions, please don't hesitate to contact me at 974-4609.

I wish you well with our new adventures at AHEC and please stay in touch.