

From: Smith, Donna
Sent: Friday, February 19, 2010 2:59 PM
To: Generales, Marianne
Cc: Cooper, Mark; Kang, Choa
Subject: Unsigned & Uncertified Paper PARs Count by VC & Dept and Email EXAMPLE

Hello Marianne,

Per your discussion with Mark – please find attached the *Unsigned & Uncertified Paper PARs Count by Vice Chancellor and Department*. The following is an example of the outstanding paper PARs email which will be sent to MSOs at Academic Affairs.

Please let us know when Mark will present to the ORUBA group.

Thank you,
Donna

Urgent - Outstanding Paper PARs (Personnel Activity Reports) Calendar Years 2006 & 2007

Greetings,

During Fiscal Year 2007-2008, UC San Diego implemented ECERT, an Electronic Certification of Effort Reporting Tool to replace the paper PARs (Personnel Activity Reports) in order to enhance our reporting process. This has resulted in a much more effective and efficient process with many thanks to the efforts you and your departments have placed on cooperating with our researchers and OPAFS in monitoring certifications.

There are still “**unsigned**” paper PARs that require immediate certification in order for us to stay compliant in case of audits. It is important that these paper PAR certifications are signed and returned to either d8smith@ucsd.edu or mail code #0954 (Attn: Donna). Copies of unsigned paper PARs for employees who are in your home department are REGENERATED and attached.

Please look for the original signed PARs retained in your department, and mail a photocopy of the original signed PARs to mail code #0954. Or, if the original PARs are unavailable, please have the attached regenerated PARs resigned, and mail a photocopy of the resigned PARs to mail code #0954.

Please return the signed PARs by (Date to be determined). Your prompt response to this urgent request will be greatly appreciated.

Should you have any questions, please do not hesitate to contact us at ecerthelpdesk@ucsd.edu.

Thank you,

Mark E. Cooper
Director, Office of Post Award Financial Services