

**From:** Name Redacted  
**Sent:** Friday, June 15, 2018 8:34 AM  
**To:** Name Redacted  
**Cc:** Name Redacted  
**Subject:** Open Appraisal

Good Morning,

Below is the employee(s) in your area whose annual performance appraisal has not been completed as of June 14, 2018. Annual Performance Appraisal **must** be completed by **June 15, 2018**. Please work with your supervisor to get their performance appraisal completed. This is a requirement for an employee to receive a merit increase. If you have any questions, please feel free to contact the Human Resources at 41070.

Name Redacted	000XXXXXX	Name Redacted	Dept Name Redacted	Academic Affairs
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