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Inside AICPA, July 5, 1989

American Institute of Certified Public Accountants (AICPA)

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July 5, 1989



Summertime...

"Summertime, and the livin' is easy..." has become a classic because the song does such a great job of describing the slower pace of life during the hazy, lazy days of summer. However, that laid back, more relaxed approach to life is supposed to be reserved for leisure time activities and isn't supposed to creep into the career world, which is geared to the same efficiencies of work all year long. So...

The staff is reminded - and this is no jive -

We work Monday to Friday, from nine up to five!

TTA Hits All-Time High

The Tax Adviser has recently passed the 30,000 mark in circulation, according to Nick Fiore, the editor of the Institute's monthly magazine for tax professionals. Fueled by the increasing membership of the AICPA's Tax Division, TTA is now read by more subscribers than at any other time in its 20-year history. Congratulations to the entire Tax Adviser staff, which consists of Nick and Rosalie Donahue, Sandra Lewis and Debra Weingarten.

Welcome Aboard!

Mark Beasley &
Peter Durham

Last week Mark joined our Auditing Standards Division as a Technical Manager. Mark has been working at the Institute since July 27, 1988 as a Practice Fellow from Ernst & Whinney.

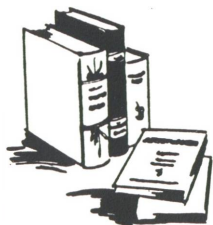
Peter joined our Library Services Division as an Assistant Librarian. Prior to joining our staff, Peter worked as a Senior Indexer for the Wall Street Journal.

Career Anniversaries

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute.

Anniversary

Tom McRae	Technical Services	22nd
Moses Powell	Shipping & Receiving	15th
Fran Amato	Editorial-Newsletters	13th
Rosemary Volpe	Production-Periodicals	9th
Mike Tursi	Technical Information	6th



New York State labor law, which applies to all employees-full and part-time staff as well as agency and Institute temps, mandates at least 45 minutes for lunch. You cannot allocate to overtime more than 15 minutes of the hour set aside by AICPA policy for lunch. Also, you must first obtain your Supervisor's approval to put in OT at lunch or anytime else.

**Don't Leave
Home
Without It!**

We're all familiar with the cautionary advice, "Don't leave home without it!" but this time it applies to the paycheck you'd like to take with you on your vacation. You may not be able to, unless you follow three simple steps:

- 1) Submit your approved Absence Request form to Human Resources 10 working days prior to your vacation. (The form, which now reads "5 working days prior" will be revised as soon as the current supply runs out).
- 2) Whether or not you have direct deposit, and even if you don't want your salary check at the time of your planned absence, complete the salary check portion of the form (reproduced below).

<input type="checkbox"/> I request my salary check for the pay period ending _____ <i>Must be received by Human Resources five working days prior—</i>
<input type="checkbox"/> Salary check request not applicable
<input type="checkbox"/> Cancel previous request—see copy attached.

For payroll purposes, this is the most important section of the form. Payroll must know if you require your paycheck. Direct deposit can be done only on the regularly scheduled payday; therefore, if you require your salary prior to this time, you must indicate that on your request.

- 3) On the afternoon of the last working day prior to your vacation, pick up your paycheck in Payroll. It will not be delivered to you, nor will you be called to come get it.

As always, our Payroll staff will cooperate in any way they can; however, our organization has grown too large to permit them to continue the personalized service they formerly offered to a much smaller staff.