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Inside AICPA, April 8, 1991

American Institute of Certified Public Accountants (AICPA)

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Introducing... Kimberly McClean - File Clerk - Library Services. Kimberly joins the Institute from Hunts Point Multi-Service where she worked as a Receptionist/Medical Record Clerk.

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

		<u>Anniversary</u>
Katherine Coveleski	Prod. & Edit'l Svcs.	24th
Ed Seda-Vargas	Printing Services	20th
Bill Tamulinas	General Counsel & Trial Board	16th
Blanche Regan	Customer Service	13th
Betty Dottore	Meetings & Travel	12th
Claudia Ascione	CPE Marketing Svcs.	9th
Jim Catone	Public Relations	7th
Joe Cote	CPE Admin.	7th
Carlos Schultz	Printing Services	6th

**Check Your
Social
Security
Earnings**

The Social Security program belongs to you and you can count on it to be there for you. Social Security can protect you in many ways. It can help support your family in the event of your death and provide monthly payments and health insurance when you retire or if you become disabled.

To help you learn how Social Security is a part of your life, Social Security Administration offers you a free Personal Earnings and Benefit Estimate Statement. The Statement shows your Social Security earnings history and estimates how much you have paid in Social Security taxes. It also estimates your future benefits and tells you how you can qualify for benefits.

It's a good idea to check the official record of wages credited to you every three years. If you're interested in doing so, we have several copies of the "Request for Earnings and Benefit Estimate Statement" (Form 7004) available in Human Resources. Stop in and see Patti Valentino, she'll be happy to give you one. Or, if you prefer, you can stop by your nearest Social Security Office or write to Consumer Information Center, Dept. 60, Pueblo, Colo. 81009, and request a copy of Form 7004.

**Office
Security**

Although Rockefeller Center, our landlord, provides around-the-clock security, you can never be too careful. Consequently, for your personal security, we require that you wear an I.D. badge displayed in an easily visible manner at all times while on the premises. We also recommend that you:

- o Keep all personal valuables such as pocketbooks, wallets, eyeglasses, etc. in your desk and that you lock your desk when you leave it.
- o Do not leave cash or other valuables in a coat, jacket, or sweater left in a closet or unattended in your office area.
- o Lock all small valuable items in your desk when you leave for the day.
- o Do not admit messengers into our office space after 5:00 p.m. Signs have been placed on the 4th, 5th, 6th and 7th floor doors advising messengers to leave their packages with the Mail Services Department located on the Concourse Level (C-1).
- o Do not leave any doors propped open when leaving the office. Use your Cardkey to gain access to our facilities.
- o Do not admit anyone unless you know them personally or they show you their AICPA Employee I.D. card before opening the door.
- o If you expect visitors for meetings, etc. after regular office hours, please advise Office Facilities by 3:00 p.m. that day, so that building security can be alerted.
- o Do not exit our office space if you observe any suspicious person or persons loitering within the elevator lobby area. Call Building Security (489-3020).
- o Close and lock the door when you leave the office at the end of the day. This is particularly important if you have a microcomputer or other electronic equipment in your office.
- o Enter the premises through the sixth floor reception area if you arrive before 8:00 a.m. You can access the fifth and fourth floors through the internal stairway. Employees working on the seventh floor must have their own key or cardkey to gain access before 8:00 a.m.
- o If you should ever get locked out from the office premises, call Building Security (489-3020) or go down to the lobby and speak to the elevator starter. The Building Security area has master keys to our offices.

We also ask for your cooperation concerning the following general security rules:

- o Visitors to the Institute are required to wear a "Visitor" badge and are not permitted any further than the reception desk unless escorted by a member of the staff. A visitor should be escorted to the reception area at the conclusion of a visit and should return the badge to the receptionist.
- o The receptionist will—and all staff members should—challenge anyone they feel should not be in a particular area.
- o The receptionist will not leave her desk to escort visitors, deliver packages or messages.
- o All doors leading to the freight corridor are to be locked at all times.
- o Notify Office Facilities immediately of anyone in your area you think has no reason to be there, or if there is anyone on the floor selling anything or soliciting subscriptions, etc. Outside of regular business hours, call the 1211 Avenue of the Americas Building Security, 489-3020, if you have a security problem.