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Inside AICPA, February 11, 1991

American Institute of Certified Public Accountants (AICPA)

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February 11, 1991

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

		<u>Anniversary</u>
Satoko Alpert	CPE Accounting	21st
Tony Grunwald	Purchasing	19th
Aubrey Kosson	Exams	14th
Dale Rafal	Quality Review	10th
Ricky Rollano	Data Processing Oper.	10th
Beresford Bennett	Financial Mgmt.	9th
Guy Provenzano	CPE Educ. Supp. Svcs.	8th
John DeRemigis	CPE Prog. Dev.-Self Study	7th

Reporting Absences

Unexpected absences can, at times, have a disruptive effect on a department's efficient operation. To minimize any potential problems, the Institute's policy requires an employee to notify his/her supervisor of the absence as soon as possible but no later than one hour within starting time. If the immediate supervisor is unavailable the next higher level of authority must be notified. Prompt notification is especially important when an absence due to illness or injury is expected to exceed or has exceeded 5 consecutive days. At that time, the employee may be eligible for short term disability benefits provided by our Salary Continuance Plan. This applies to all absences exceeding 5 days, even if the employee has sick days accrued under our policy prior to 8/1/84.

It is the **responsibility of the employee and the supervisor** to notify Human Resources immediately so that the necessary forms can be mailed for completion by the employee and the physician. Failure to provide proper documentation for a disability absence will result in a delay in payment and possible denial of benefits.

If you have any questions, please contact Joanne Lindstrom, Benefits Manager, on x6204.

A True Patriot

Roberto Rodriguez, Components Coordinator, CPE Production, was called for active duty on January 22. After two weeks orientation/training in Colorado, Roberto was transferred to rotational duty in Germany. Those wishing to send him a note can write:

PV2 Roberto Rodriguez
194-54-9302
CO. A, 3rd BN 87th Inf.
APO, New York 09074

**CPE
Information
Hotline**

The CPE Marketing Department has a toll-free number (800-242-7269) and a New York State number (212-575-5696) for members to obtain marketing information on any AICPA course. Personal sales assistance and/or catalog and brochure material are provided as needed. Members also use these lines to register by credit card for certain CPE conferences. The operators are qualified to speak only about AICPA courses. These numbers are not a general CPE hotline and all other inquiries should be directed to the appropriate departments.

If ever you have any questions, please feel free to contact Donna Harfenist or Tanya Szolnok, in CPE Marketing Department at x5696. They'll be happy to speak with you.

**TIME
Use It--
Don't
Waste It**

Good time management involves an awareness that today is all we ever have to work with. We may not waste time; however, we may not use it properly. Here are some useful tips:

Plan: Start each day with a list of items (No more than 10) you wish to accomplish. Do the most unpleasant tasks first. You will get a feeling of accomplishment to carry out through the rest of the day.

Concentrate: Apply uninterrupted time to a project. Work on one task at a time. Remember, you can think of only one thing at a time.

Avoid Clutter: Clutter hinders concentration and can create a "snowed under" feeling. Put the highest priority item in the center of your desk and put aside all the other items.

Don't be a Perfectionist: Strive for excellence not for perfection. Do 100% of your tasks 80% efficiently, rather than 80% of your tasks 100% efficiently.

Say No: Learn to decline, tactfully but firmly, every request that does not contribute to your tasks and goals.

Delegate: Select capable leaders and give them full authority over routine matters. Delegate the challenging and rewarding task along with sufficient authority to make necessary decisions.

Take Breaks: Relax! Long periods of work without taking a break can decrease energy, increase boredom and physical stress. Switching from a mental task to a physical task or just relaxing for a few minutes, will increase efficiency.

Don't be a Workaholic: Don't let work interfere with the really important things in life, such as family and friends.