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8-26-1991

Inside AICPA, August 26, 1991

American Institute of Certified Public Accountants (AICPA)

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August 26, 1991

Staff Promotions

Tom Boudrot in CPE Program Development was promoted from Instructional Program Designer to Project Manager - National Curriculum.

Allan Kaplan, Senior Accountant in Financial Management, was promoted to Senior Financial Analyst.

Michele Ruggiero was promoted from Senior Accountant to Supervisor in General Accounting.

Congratulations and Good Luck in your positions.

Staff Anniversaries

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

Anniversary

Karen Neloms	Library	24th
Karl Anglade	State Legis. & Legis. Relations	18th
Pat Verde	CPE Operations	15th
James Cook	Programming & Systems	14th
Kuo Chi	Printing Services	12th
Janis Grossman	Customer Service	11th
Lena Trubia	Circulation	6th

Time Cards

Since the Institute's offices are closed Labor Day, Monday, September 3rd, please hand deliver this week's time records to Human Resources before going home this Friday afternoon. The Human Resources Division and the Payroll Department thank you for your cooperation.

Congrats

The Planner, a bimonthly newsletter of the Personal Financial Planning Division, has won two of 440 Awards of Excellence in APEX'91 (Awards for Publication Excellence Program) in the categories of Most Improved Newsletter and Associations and Non-profits Newsletters. With close to 2,000 entries, competition was intense and Bernice Sobel, who edits the newsletter, deserves many kudos for her work. Congratulations!

CPE Course

The last remaining course of the CPE Schedule is on Thursday, August 29 from 9am to 1pm. The course will be an Update of Accounting Standards Division Projects, AcSEC projects, and the AICPA Special Committee on Financial Reporting given by Paul Rosenfield and the Accounting Standards Division Staff.

Please contact Moshe Levitin x6593 or Cecil Nazareth x6851 to sign up.

Some Words
On
Punctuality

Punctual, as defined by Webster, is being on time: prompt. Do you comply with the given definition as it pertains to your work schedule?

Reporting to work promptly means that you are at your work station ready to work at your designated starting time. Being on time makes it easier for all of us; tardiness handicaps the efficient operation of your division/department. Some problems associated with tardiness are lost production time, lower productivity, scheduling problems and placing an unnecessary burden on your fellow employees.

Like it or not, punctuality applies to all of us. If you get in early and get a fast start, others tend to do the same. If you're pretty casual about when you arrive, why should people who work with you be concerned about punctuality. Likewise, at the end of the day, if you pack up ten minutes early, the people who work with you aren't going to hang around much longer. Also, if you go to lunch early or return late, not only is your work station unmanned but you also delay others from taking their scheduled break. Tardiness of a couple of minutes per day (either at the start or end of the day or during the lunch break) grows into several minutes and several days worth of time.

Time cards must accurately reflect the actual attendance of an employee, and the hours that they worked. It is important that employees record the actual time that they arrive, or leave, etc. In every sense the Institute views the time cards/sheets as an important company document, which must properly indicate the hours worked.

Employees who have a chronic tardiness problem will be counseled, with emphasis on the reasons to be on time. Repeated instances of lateness may create a negative impact on an employee's performance review, could lead to docking of an employee's salary, and if not corrected, could lead to progressive disciplinary action and dismissal. Hopefully, the chronic "tardy" employee will correct their actions before it reaches a "point of no return".

Please cooperate -- everybody will win.

