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## Inside AICPA, July 8, 1991

American Institute of Certified Public Accountants (AICPA)

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July 8, 1991

**Tours To  
Harborside**

The employee tours to the Harborside complex are scheduled for eight consecutive work days beginning on Monday, July 15, and ending on Wednesday, July 24. There will be two bus tours each day, one in the morning departing at 9:20 am and the other in the afternoon departing at 1:20 pm, for a total of 16 tours. Each tour will last approximately two and a half hours returning back to the office just before noon and 4:00 pm. On board each bus, there will be a tour guide from Jersey City and someone from the Human Resources Division. All employees are welcomed to attend even if you are not designated to relocate.

Once at the Harborside complex, you will meet a representative from the Harborside Management group who will take you pass the river/store front path to the atrium and then on to Plaza Three, the site of our office space. From there you will go to a special section of the food court where you will be welcomed by a beverage and snack setup. After leaving the building, you will walk to the park passing the Exchange Place PATH Station and then back to the bus. On the return trip, the bus will pass the local shopping mall and one lucky staff member on each trip will have an opportunity to win a gift certificate donated by one of the restaurants near the Harborside complex.

If you haven't been notified already, your director, manager and/or supervisor will advise you within the next few days with the date and time of your scheduled tour. The bus, from ACADEMY bus lines, will depart from the north side of 47th Street. As you exit the building on the 47th Street side (next to the escalator), the bus will be parked at the curb. If your tour is scheduled in the morning, after you report to the office you can begin boarding the bus at 9:05 am. If you are scheduled in the afternoon, after lunch you can begin boarding the bus at 1:05 pm. REMEMBER, the buses will depart promptly at 9:20 am and 1:20 pm. Also, be sure to bring a business card, a personalized memo slip or a piece of paper with your name on it so you can enter the prize drawing.

If you have any questions, contact Patti Valentino on x6208.

**Staff  
Anniversaries**

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

		<u>Anniversary</u>
Jim Blum	Exams	12th
Rosemary Volpe	Production Periodicals	11th
Ruby Smith	Office Facilities	10th
Arline Dederick	CPE Prog. Dev. Admin.	9th
Marshall Novack	Programming & Systems	7th

**New  
Hires**

Cecilia Dallis - Trainee Typesetting Operator - Text Processing. Previously, Cecilia worked as a Technical Consultant/Typesetter for Abraham & Strauss.

Grant Weisbrot - Proofreader - Text Processing. Grant joins us from Print & Design Typography where he worked as a Proofreader.

John Hunnicutt - Vice President-Federal Affairs - Legislative Affairs. Before joining the Institute, John was the principal responsible for Federal Government Relations at KPMG Peat Marwick.

**Statement  
Of Conduct**

Last week you were asked to sign the Statement of Compliance with the Institute's Statement of Conduct. If you haven't done so already, please sign the Statement and return it to Human Resources no later than July 15th. Your cooperation is appreciated.

If you have any questions, please contact Melissa Alberto in Human Resources on x3691.

**IIE**

Announcing a core program - July 24-26 facilitated by Donna Harfenist.

Please contact Elinor Paige, x5476 to make your reservations.

**The Lunch  
Break**

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.