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Inside AICPA, June 3, 1991

American Institute of Certified Public Accountants (AICPA)

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June 3, 1991

Relocation

Employee meetings on the Institute's relocation are scheduled for Friday, June 7th, and Monday, June 10th, in the 5th floor Board Room. The meetings will last approximately 45 minutes and we expect all staff members to attend even if they are not relocating.

The purpose of the meeting is to provide you with as much information on the move as possible. You will see a video on the Harborside Financial Center and we will distribute information packets containing travel, tax and other pertinent material.

If you haven't been notified already, your director, manager and/or supervisor will advise you within the next few days of your scheduled meeting date and session time. You will also be given a copy of the relocation question-and-answer fact sheet. Please read over the Q&A's as they will provide answers to some of your questions. Also, think about any other questions you might have so you are prepared to ask them at the meeting.

**Staff
Anniversaries**

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

Anniversary

Marie Bareille	Publications Admin.	20th
Irene Lackner	CPE Production	20th
Mary Brown	Receivables	17th
Ray Lipay	Quality Review	10th
Mary Anne Tait	CPE Operations Admin.	9th
Tracey Monaghan	Information Technology	7th
Bob Boos	General Accounting	6th

Welcome

Victoria Majewski - Administrative Secretary - Government Relations. Before joining the Institute, Victoria provided administrative support to the Legislative Council Department and Political Action Committee of the Mortgage Bankers Association of America in Washington, D.C.

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.
- 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).

In accordance with my absence request indicated below:

- I request my salary check for the week ending _____
- I request my salary check for pay period ending _____
- Salary check request not applicable
- Cancel previous request—use code letter "C"

Request for salary check must be received by Human Resources 10 working days prior. Pick up check after noon of last day in the office.

For payroll purposes, this is the most important section of the form. Payroll must know if you need your paycheck. Direct deposit can be done only on the regularly scheduled payday; therefore, 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 services they formerly offered to a much smaller staff.

IIE Opportunities

Summer is upon us. The days are expanded. What better time to expand your horizons and give yourself a gift - the gift of growing. Don't let the expansive and creative possibilities available to you pass you by.

Take advantage of the Investment in Excellence Core Program:

6/25 - 6/26/91 Facilitated by Joe Cote

Eliminate those "rocks in the road" with a follow-up session.

6/10/91 Success Strategies Facilitated by John DeRemigis

If interested in attending these sessions, contact Elinor Paige x5476.