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American Institute of Certified Public Accountants (AICPA)

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June 1, 1992

**Staff
Anniversaries**

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

Anniversary

Irene Lackner	CPE Production	21st
Mary Brown	Quality Review	18th
George Hoffmann	Private Companies Practice Section	10th
Bob Boos	General Accounting	7th
Tracey Monaghan	Information Technology	7th

**Staff
Promotions**

Charles Keiser in CPE Educational Support Services was promoted from Evaluations & Data Analyst to Coordinator of Evaluation Services.

Bruno Matricciano was promoted from Facsimile Operator to I/O Coordinator in Text Processing.

Congratulations and Good Luck!

**401(K) Savings
Plan Reminder**

Attention all employees eligible to join the AICPA 401(K) Savings Plan: Please remember to attend your scheduled meeting on Wednesday, June 3rd in the 5th floor boardroom. The meetings are intended to provide valuable information about retirement planning and the benefits of the 401(K) Savings Plan as opposed to other savings programs. If you require additional information on the meetings, please contact Selmo Alamilla on extension 3803. Enrollment forms will be distributed at the meetings and will also be available in the payroll department until June 15th.

Current 401(K) plan participants are reminded that the deadline for making changes in their investment selections and/or contribution levels is Monday, June 15th. All forms should be submitted to Financial Management or placed in the drop-box in the Payroll Department by that date.

Should you have any questions about the plan, please contact Financial Management on x5729 or x3663.

**Staff Survey on
Library Services**

Staff in selected cost centers will be receiving a Library Services survey this week. If you receive the survey, please take few minutes to complete it and return it to the Library Services Division ASAP. The purpose of the survey is to gather data to help the library better assist **you** whether you remain in New York or move to Harborside. (The library itself will be moving to concourse level C1 at the end of August.)

References

All employment records and references of present and former employees are treated confidentially. **All reference requests, telephone or written, should be directed to Human Resources.**

Dependent Coverage

Since graduation time is upon us, we'd like to remind you of the PruCare and US Healthcare plan provisions.

Under PruCare, an unmarried child is eligible as a dependent until age 19 or, if a full-time student, until age 25. Under US Healthcare, an unmarried child is eligible as a dependent until age 19 or, if a full-time student, until age 23. Upon reaching the limiting age or graduating from college, your dependent is no longer eligible for dependent coverage but can at his/her own expense continue coverage for up to three years.

In the event that your dependent is no longer eligible, you must notify Human Resources immediately in writing so that the proper forms can be generated. If you have any questions, please call Chris Miller, Benefits Coordinator, on x8630.

Inappropriate & Unauthorized Use of Institute Property

Using the Institute's equipment and supplies for purposes other than business is not an acceptable practice.

When you request approval to purchase a piece of the state-of-art equipment, consent is given on the basis it will facilitate your workload and enhance your performance. If the equipment is used properly, you accomplish these objectives. However, misusing office equipment including supplies has a negative impact on our day-to-day operations and can potentially jeopardize the high quality standard of the Institute's work.

Every time you use the photocopy equipment to reproduce such things as poems, jokes or other non-business documents, the Institute is paying for the cost of the copies, the supplies, your time and the time of other staff members to deliver, read or respond to the unauthorized correspondence. Our mailroom department is kept quite busy processing close to 7,000 pieces of business mail a day. They don't need the extra burden of handling unauthorized mail. Also, the recipients of such mail may have a personal as well as a professional objection--it interrupts them and takes time away from their business responsibilities.

Misusing equipment can also jeopardize your department's work quality. For example, if a microcomputer user places an unauthorized piece of software into the computer, it could potentially expose the system to a computer virus. The integrity of that database is put at risk. The work could be lost and recreating the database would be costly. Also, the department would experience a hardship in meeting production deadlines. The Institute has issued guidelines to Microcomputer users to ensure compliance with vendor licensing agreements and to protect ourselves from ever encountering such a disaster.

We urge you to exercise good judgement in utilizing the services provided by the Institute. Your adherence and cooperation to the foregoing is appreciated.