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6-8-1992

Inside AICPA, June 8, 1992

American Institute of Certified Public Accountants (AICPA)

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June 8, 1992**Staff
Anniversaries**

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

Anniversary

Marie Bareille	Publications Administration	21st
Ray Lipay	Quality Review	11th
Mary Anne Tait	CPE Operations Administration	10th
Allan Kaplan	Financial Management	7th
Lois Wolfteich	Information Technology	7th
Gerry Yarnall	Audit & Accounting Guides	6th
Frank DeRosa	Order	5th
Anita Meola Friars	Practice Management	5th

Please Welcome

Linda Johnson - Secretary - CPE Educational Support Services. Prior to joining the Institute, Linda worked for The Wheeler Group - WFS Services, Inc. as an Administrative Assistant.

**Staff
Promotions**

Ruth Cowan in Circulation was promoted from Data Entry Operator to Control Clerk.

In Text Processing Grant Weisbrot was promoted from Proofreader to Proofreader - Desktop.

Congratulations and Good Luck in your new positions!

**Personal
Appearance**

Those lazy, hazy days of summer are here! As the temperature climbs to uncomfortable fahrenheit's, let's keep in mind the Institute's policy on personal appearance:

"The AICPA is a professional organization and it is important that its staff reflect this image in demeanor and dress. When you were interviewed for your position, your appearance had a bearing on your employment. It is important that everyone maintain a clean, neat, pleasant and business-like appearance in the office."

We welcome many visitors to our offices every year. In large part, our appearance and surroundings reflect our "measure of excellence" to the profession. Your good judgment in personal appearance will enhance our currently high degree of professionalism.

**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, it is up to you to let payroll know whether or not you want your paycheck in time for vacation. Your cooperation is appreciated. Happy Vacations!

Relocation

Remember... If you are in a cost center that is relocating to Harborside, the "Checklist of Outstanding Items Requiring Your Attention" should be returned to your supervisor today, Monday, June 8th. If you are eligible for commutation reimbursement, make sure you attach the reimbursement form to the checklist. Please don't forget to have your manager/supervisor and director approve the reimbursement eligibility form.