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American Institute of Certified Public Accountants (AICPA)

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May 18, 1992

**Staff
Anniversaries**

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

		Anniversary
Richard Flynn	Advertising	11th
Jean Yocono	Technical Services - Professional	10th
Tommy Bodden	Shipping & Receiving	9th
Rudolph Llewellyn	CPE Accounting	6th

**Staff
Promotions**

D.J. Welcome was promoted from Production Associate to Senior Production Associate in CPE Production.

Also in CPE Production, Glen Nelson was promoted from Senior Production Associate to Production Supervisor.

Congratulations and Good Luck in your new positions!

Reminder

Please hand deliver this week's (week ending 5/23) time records to Human Resources on Friday afternoon (5/22) before you leave for your Memorial Day weekend.

Both Human Resources and Payroll thank you for your cooperation.

It's not too late to...

...Pledge your support of the United Way. The May 8th memo and brochure outlines the programs your contributions support. Employees who are currently contributing to the United Ways of Tri-States, will have their donations cease as of the May 21st payroll. Anyone who wishes to contribute to this year's campaign should complete and return their pledge card to Human Resources by May 21st. If you have any questions please call Chris Miller on extension 8630.

Harborside Parking

We are happy to announce that the Institute will provide a discount monthly parking rate to employees parking at the Harborside lot. The current public parking fee is \$180 per month. The cost to AICPA employees will be \$135 per month. The policy, printed on page two, will be reviewed annually and is subject to change.

HARBORSIDE PARKING LOT

PURPOSE:

To provide a discount parking rate to employees parking at the Harborside Lot on a monthly basis.

ELIGIBILITY:

Eligible employees are full-time staff members who reserve a monthly parking space at the Harborside Parking Lot. To reserve a parking space, employees must complete and return to Human Resources AICPA's "Harborside Parking Lot -- Space Request Form" and Harborside's "Application for Monthly Storage Account". Employees requesting or cancelling parking spaces must give Human Resources at least 30 days notice. Accordingly, employees relocating in the first phase must submit their request forms by May 26th, the second phase by July 7th and the third phase by July 21st. The forms are available in Human Resources.

POLICY:

The Institute will charge a monthly fee of \$135 to employees parking at the Harborside lot. The \$135 monthly fee will be in place for the first year beginning with the initial relocation phase. Thereafter, the discount rate will be reviewed annually and is subject to change or exclusion.

Monthly parking fees must be paid one month in advance and will be deducted from your bimonthly paychecks. The monthly parking fee will be distributed equally over the first two paychecks of each month. For example, based on a charge of \$135, \$67.50 will be deducted from the first two pays every month.

The discounted parking rate is being offered in addition to the commutation reimbursement and does not make any special allowance for car pool users. In other words, the parking discount applies to individual car use not the number of employees in each vehicle.

Parking spaces at the Harborside lot are not assigned. They are open on a first come, first serve basis. Monthly patrons are issued a monthly parking access card along with a matching numerical window decal. Car pools will be issued multiple window decals but only one access card. To obtain access card and decal, employees must complete AICPA's "Harborside Parking Lot-Space Request Form" and Harborside's "Application for Monthly Storage Account". The request forms must be submitted to Human Resources 30 days in advance of the parking reservation date. If you are interested in obtaining a monthly parking space, see Patti Valentino in Human Resources. She will give you the request forms along with a copy of the monthly parking procedures. Please note that during the month in which the employee transfers, Harborside will charge a half month's fee for employees reserving a space after the 15th of the month. Otherwise, the full monthly fee will be charged.

In addition to monthly parking, the Harborside lot does accommodate daily parking. The daily rates are:

Up to 1st Half Hour	\$ 2.00
Up to One Hour	4.00
Up to One and a Half Hours	6.00
Up to Two Hours	8.00
Over Two Hours up to 20 Hours	10.00
Up to 24 Hours	12.00
Arrive anytime after 4 pm up to	
2:30 am and leave before 8:30 am	\$ 4.00
Weekends Up to 15 hours	\$ 3.00