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Inside AICPA, November 16, 1992

American Institute of Certified Public Accountants (AICPA)

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November 16, 1992

**Staff
Anniversaries**

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

| | | Anniversary |
|------------------|----------------------|--------------------|
| Loretta Williams | Receivables | 14th |
| Herb Jacobowitz | Shipping & Receiving | 13th |
| Rocco Petrozzo | Shipping & Receiving | 13th |
| Glen Nelson | CPE Production | 7th |
| Carmen Rivera | Customer Service | 7th |
| Jimmy Eng | CPE Accounting | 6th |
| Luz Perez | Examinations | 5th |

Welcome!

Vincent Nolan - Production Assistant - CPE Production. Before joining the Institute, Vincent worked as an Assistant Editor at the Marine Index Bureau.

Promotions

Ben Shubov and Baruch Griffel in Programming & Systems were promoted from Senior Programmer Analysts to Systems Analysts.

Marie Kallio in Quality Review was promoted from Administrative Secretary to Coordinator.

**Interoffice
Envelopes**

New envelopes are to be used for sending interoffice mail. Specific colors have been designated for use within each office, as well as between locations. Use of the new interoffice envelopes for New York and New Jersey is effective immediately. Envelopes can be obtained by submitting a stock room requisition to Gary Morales in Office Supplies (Harborside). The color codes are as follows:

| | |
|-------------------------|----------------------------|
| New York only | Brown (existing envelopes) |
| Harborside only | Lime Green |
| Between NY & Harborside | Gray |

Envelopes for use within and between the Washington office will be available in about 6-8 weeks. Until then, please use the already existing dark green envelopes for use between New York and Washington, and Harborside and Washington. We will inform you of the new envelopes for Washington use as soon as they are available. Thank you for your cooperation.

Time Cards

Due to the Thanksgiving holiday on Thursday, November 26th and Friday, November 27th, please **hand deliver** all attendance records for this week ending 11/21/92 to Human Resources before the close of business on Friday, November 20. Both Human Resources and Payroll thank you for your cooperation.

Adopt a Pet

Hundreds of puppies and kittens, dogs and cats were orphaned when Hurricane Andrew devastated parts of Florida. Many of the animals are AKC (registered pure breeds) and have not been reclaimed by their owners. Before they are destroyed, you have an opportunity to adopt a hurricane orphan. USAir can ship your new pet to the New York vicinity, for little or no fee, from their temporary homes in Florida. Some animals can be adopted for as little as \$55.00, some for no fee at all. Each animal is certified for recent inoculations and has a health certificate verified by USAir. All types of breeds are available. **If you or anyone you know is willing and interested in adopting a hurricane orphan, please contact Teresa Garcia at X265 in Washington by noon on Friday, November 20th.**

**Ideas Make
"Cents"**

The AICPA Employee Suggestion Program is under way! We have already received a number of suggestions which are currently being evaluated. We hope you have had the opportunity to read the ESP brochure explaining this exciting new program. The ESP provides employees with awards ranging from \$50 to \$15,000 for implemented suggestions which will generate revenues, save the Institute money, or improve the efficiency and/or quality of the Institute's operations. If you did not receive a copy of the brochure, you can obtain one from Human Resources.

A couple of reminders for submitting your suggestion: Suggestions **must** be submitted on an official AICPA Employee Suggestions Program form. Please be sure to read the ESP policy on the back of the form and don't forget to sign it. If the suggestion is being submitted jointly, all employees responsible for the suggestion must sign the form. ESP forms are located in Human Resources in the rack next to the attendance box.

To speed up processing of your suggestion, employees in the Washington office should submit their suggestions to Ela Work, and employees in New York to Gaby Ulloa in Human Resources. Ela or Gaby will date stamp your suggestion upon receipt and forward it to the ESP Administrator. We recommend that you submit your suggestions in a sealed envelope. From receipt to final determination, your suggestion will remain confidential. Those responsible for reviewing and evaluating your suggestion will not know who submitted it. Only if the suggestion is implemented will we announce the responsible employee(s).

A number of employees have told us that they have some ideas but are not sure whether they would be eligible under the ESP. The purpose of the ESP is to share ideas and find ways to improve the AICPA. We strongly encourage you to submit any ideas you have which will increase revenues, save money, or make the Institute a better place to work!

FYI...

...a mailbox is located in the Plaza II lobby (behind elevator banks 2-4) of the Harborside Financial Center. Pickup times are Monday - Friday at 8:45 a.m. and 5:00 p.m. and Saturday 8:45 a.m. and 3:00 p.m.

Reminder...

...The employee refrigerator, located in the Luncheon Club, will be cleaned routinely on Tuesday and Friday evenings. Any items left behind will be thrown out including dishes and containers.

**Great American
Smokeout:
November 19**



Ten crave killers for the Great American Smokeout:

1. Drink a glass of water.
2. Breathe in slowly five times.
3. Hold your arms out straight then reach behind your back touching the little fingers together. Repeat five times.
4. Count backward from 100.
5. Chew 10 carrot sticks slowly.
6. Chew a stick of sugarless gum.
7. Drink a glass of milk.
8. Say: "He who conquers others is strong. He who conquers himself is mighty."
9. Say: "I love being a non-smoker."
10. Get up, walk around for five minutes.

Remember, a single craving never lasts more than five to ten minutes. Good luck!