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Inside AICPA, September 28, 1992

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September 28, 1992

**Staff
Anniversaries**

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

Anniversary

Mely Tan	Receivables	19th
Emma Carlson	CPE Operations Administration	16th
Mary Remo-Bobe	Order	13th
Catherine Wasilko	SEC Practice Section	9th
Carolyn Clement	Customer Service	7th
Jeryl Costello	Production - Periodicals	7th
Gary Morales	Office Facilities	6th
Kelley Stevens	State Legis. & Legis. Relations	6th
Barbara Biot	Customer Service	5th
Desiree Galashaw	Quality Review	5th

Welcome!

Pauline Whyte - Control Clerk - Circulation. Before joining the Institute, Pauline worked as an Underwriting Assistant for Mayer & Meyer Associates in New York City.

Journal Award

The Journal of Accountancy received the Apex '92 "Award of Excellence" in a nationwide competition sponsored by Communications Concepts, a Washington, D.C. publisher of materials for professional communicators. This award marks the third year in a row The Journal of Accountancy has won a citation for excellence in this competition.

Some 3,600 entries were judged; fewer than 500 received awards. The Journal of Accountancy competed in the category of Subscription Magazines/Journals.

The awards are based on "excellence in graphic design, editorial content and the ability to achieve overall communications excellence."

Bike Tour for MS

On Sunday, October 4 you can join one of the most popular bike tours in New York City - the Advil Bike Tour for Multiple Sclerosis. The ride begins at 7:30 a.m. (check-in is from 6:30 - 7:30 a.m.) at the World Trade Center Plaza, lower Manhattan. The route will take you along the shorelines of Brooklyn and Queens and finish back at the World Trade Center Plaza. Prizes will be awarded to the top fund-raiser. Those interested should contact John Jones in Quality Review on X3057.

Arts & Events

Admission is free! The World Financial Center Arts & Events Program presents an ongoing series of performing and visual arts including concerts, exhibits, fairs and festivals for Fall 1992. Events will take place in the Winter Garden of The World Financial Center (unless noted otherwise). Seating is limited and is on a first-come, first-served basis. Brochures are available in Human Resources for anyone interested.

Reporting Absences

Unexpected absences can, at times, have a disruptive effect on a department's efficient operation. To minimize any potential problems, the Institute's policy requires an employee to notify his/her supervisor of the absence as soon as possible but no later than one hour within starting time. If the immediate supervisor is unavailable, the next higher level of authority must be notified. Prompt notification is especially important when an absence due to illness or injury is expected to exceed or has exceeded 5 consecutive days. In these cases, the employee may be eligible for short-term disability benefits provided by our Salary Continuance Plan. This applies to all absences exceeding 5 days, even if the employee has sick days accrued under our policy prior to 8/1/84.

It is the responsibility of the employee and the supervisor to notify Human Resources immediately so the necessary forms can be mailed for completion by the employee and the physician. Failure to provide proper documentation for a disability absence will result in a delay in payment and possible denial of benefits.

If you have any questions, please call Joanne Lindstrom, Benefits Manager, on X3353.

A Benefit Change

We are pleased to announce that effective August 1, 1992 the Institute's Salary Continuance Plan was revised to reflect the higher level of temporary (short-term) disability benefits required by the State of New Jersey. The new schedule of benefits applies to all employees, regardless of work location, who go on a disability leave on or after August 1, 1992. The complete schedule is printed on the attached page.

The AICPA Salary Continuance Plan protects regular, full-time employees against loss of pay due to illness or injury for up to 26 weeks. An employee who is absent for more than 5 consecutive days is eligible for benefits under this plan and must contact Human Resources for the necessary forms. If you have any questions, call Joanne Lindstrom on X3353 or Chris Miller on X3354.