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## Inside AICPA, August 30, 1993

American Institute of Certified Public Accountants (AICPA)

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August 30, 1993

**Staff  
Anniversaries**

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

**Anniversary**

Pat Verde	CPE Production	17th
Jim Cook	Programming & Systems	16th
Judith Andres	CPE Production	8th
Katherine Rangoon	Production - Periodicals	6th
Lisa Schmelzer Gilrain	Production & Editorial Services	6th
Cheryl Bradford	Electronic Imaging	5th
Joan McLaughlin	Communications/Public Relations	5th

**Promotions**

In Distribution Services the following staff members were promoted:

<u>Name</u>	<u>Title</u>
Nicholas Mecca	Processing Clerk
Tommy Bodden	Distribution Clerk
Kevin Burns	Distribution Clerk
Rudy Jones	Distribution Clerk
Octavio Rivera	Distribution Clerk

Congratulations and much success in your new positions!

**Telephone Tip**

Q. Can I get an AUDIX message back after I have deleted it?

A. You can now!!

As part of a recent upgrade to the AUDIX system, users may now take advantage of the new UNDELETE feature. To use UNDELETE, you must press \*\*U (\*\*8) immediately after you have accidentally deleted a message and the message will be restored to your AUDIX mailbox.

HELP US TO HELP YOU!

If you receive or make an outside call, and:

1. You have trouble hearing the person at the other end or
2. There is static or other types of abnormal noise on the call, please press the "**TRUNK ID**" button on your phone and write down the number that appears in the upper right-hand corner of your display screen.

Then report the problem and the trunk-id number to the AICPA Telecom Hotline at ext. 3396. This will help us speed the time it takes to repair the problem.

**NOTE:** You must press **TRUNK-ID** while you are still connected to the call.

### **Grammar Hotline**

Not sure if you spelled a word correctly? Don't know whether or not to use a comma. If you need a quick reference, help is just a phone call away. Starting up again on September 7, 1993 the Jersey City State College Grammar Hotline offers free answers to short questions about grammar, spelling, syntax, writing and diction. The Grammar Hotline is available Monday through Friday, 9:00 a.m. to 4:30 p.m. The telephone number is (201) 200-3337/8. The hotline is staffed by graduate students and active and retired teachers.

### **Weight Watchers**

We are happy to announce the next Weight Watchers-at-work program is scheduled to begin on Friday, September 17, 1993. The Institute will pay half of the total cost for the 10-week program which is \$114 for continuing members and \$131 for new members.

The meetings will be held every Friday, beginning September 17, 1993, in Conference Room 1 on the 2nd floor from 12:00 p.m. to 1:00 p.m.

#### Registration

Please bring your check payable to Weight Watchers for \$57 (continuing members) and \$66 (new members) to Kimberley Hines in Human Resources no later than September 10th. You may post-date your check to September 17th.

If you have any questions, call Kimberley Hines on X3350.