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## Inside AICPA, February 16, 1993

American Institute of Certified Public Accountants (AICPA)

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February 16, 1993

<b>Staff</b>	Satoko Alpert	CPE Administration	23rd
<b>Anniversaries</b>	Tony Grunwald	Purchasing	21st
	Mary Ann Sears	Office Facilities	14th
	Dale Atherton	Quality Review	12th
	Enrique Rollano	Data Processing Operations	12th
	Guy Provenzano	CPE Educational Support Services	10th

**Please Welcome** Ray André Wakefield - Proofreader - Electronic Imaging. Before joining the Institute, André worked for ICF Incorporated in Washington, DC as an Associate.

**Attendance** If you have any questions regarding time cards/sheets, vacation day accruals, absence requests, etc. please contact the person in charge of your cost center's attendance. Please note that there have been some changes, the breakdown is as follows:

Cost Center	Contact	Extension
401 - 423	Kimberly Hines	3350
425 - 452	Melissa Alberto	3351
453 - 465	Anselmo Alamilla	3356
469 - 496	Christine Herbster	3357
NY Cost Centers*	Gaby Ulloa	6180

\* Some cost centers are split between New York and Harborside, all New York employees should submit attendance records and refer questions to Gaby Ulloa in Human Resources in New York.

**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.** At that time, 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 that 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 contact Joanne Lindstrom on X3353 or Chris Miller on X3354 .

## **Health Fair '93**

For those of you who missed the last Health Fair, here is a second chance to check up on your health. Midlantic National Bank, in conjunction with The Franciscan Health System of New Jersey, Inc. is presenting **Health Fair '93**. Health Fair '93 will be held on Wednesday, February 17 between 11:00 a.m. and 3:00 p.m. at the Harborside Financial Center, 100 Plaza Two. The following FREE tests and services will be available:

Women's Health Information  
Sports Medicine Information  
Skin Cancer Screening  
Oral Cancer Screening  
Blood Pressure Monitoring  
Eye Screening  
Hearing Screening  
Podiatry Screening  
Cardiac Health and Risk Factor Evaluation  
Lung Function Screening  
CPR Demonstration

You can also enter the free drawing to win an adult bicycle, the drawing will be held at 3:00 p.m., February 17.

## **Better Muscles Mean Fewer Injuries**

People who are doing aerobics or walking to strengthen their hearts are to be congratulated. Whether or not you are among them, however, there is no time like the present to consider your strength factor. Fitness researchers say many of us are ignoring our muscles, not to mention the health of our bones. They recommend weight training to improve the ability to perform everyday tasks and strengthen bones.

The American College of Sports Medicine recommends two moderate resistance-training sessions each week. Sessions consist of 8 to 12 repetitions each of about 10 exercises.

Older men and women often wonder at the benefits of weight training, but they are the group that benefits most from muscle conditioning. Experts at Tufts University say the muscles of older people are just as responsive to weight lifting as those of younger people. For women, there is an added benefit because weight training reduces the risk of osteoporosis by maintaining and increasing bone mass. Bones especially need resistance-training in order to stay young.

In all mature people, strength training helps reverse the trend toward losing muscle and increasing body fat, which occurs naturally as we age and beginning as early as age 20.

Quite apart from all the scientific and appearance benefits of fat reduction, wouldn't it be nice if we had to worry less about straining or pulling a muscle? Strong muscles easily withstand the common tasks we demand of them every day. Weak muscles are prone to injury.