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Inside AICPA, June 28, 1993

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June 28, 1993

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

Moses Powell	Distribution Services	19th
Sarah Cobb	<i>Journal of Accountancy</i> - Editorial	6th

Please Welcome Charles Edward Gadsden - Section Coordinator - Membership Administration. Charles joins us from Tascor/IBM where he worked as a Field Support Administrator.

Jennifer L. Kurylka - Administrative Secretary - Human Resources. Before joining the Institute, Jennifer worked for Creditek Corporation as a Secretary.

Annette Alisa Nairne - Data Entry Operator - Membership Administration. Annette joins the Institute from Corporate Staffing.

Edward T. Rose - Desktop Publishing Operator - Electronic Imaging. Before joining us, Edward worked for Executive Enterprises, Inc. as a Graphic Designer.

Promotion In Library Services, Ileane Silver was promoted to Librarian from Assistant Librarian.

Congratulations and much success in your new position!

Reminder PLEASE, PLEASE, PLEASE **HAND DELIVER** all attendance records for this week ending 7/3 to Human Resources before the close of business on Friday, July 2nd.

Both Human Resources and Payroll thank you for your cooperation. Enjoy the holiday weekend!

Jazz & Blues Series From now until August 26 the City Spirit Jazz and Blues Series presents Concerts on the pier at Exchange Place. Every Thursday, from 5:00 - 7:00 p.m. you can enjoy free jazz concerts on the pier next to the Exchange Place PATH station.

Building Access Cards Be aware... if you place the building magnetic Cardkey near other magnetic cards such as credit cards or ATM cards, it will erase the magnetic codes on your cards.

Annual Open Enrollment For Medical Plans

The Institute's annual medical plan Open Enrollment allows employees the opportunity to add or change their medical coverage, effective as of September 1, 1993 from US Healthcare to PruCare or vice versa.

On Wednesday, July 14, in the New York office a representative from PruCare Plus and from US Healthcare will be available to give a presentation on each plan and to answer questions. The same program will take place on Thursday, July 15 in the New Jersey office.

New York City Offices - July 14th

Conference Room F (7th Floor)

10 a.m. — Open Enrollment Plan Presentation

11 a.m. — Open Enrollment Plan Presentation

12 noon - 2 p.m. — Representatives and Benefits staff will be available to discuss the plans and answer questions.

New Jersey Offices

Conference Room 1 (2nd Floor)

9:30 a.m. — Open Enrollment Plan Presentation

10:15 a.m. — Open Enrollment Plan Presentation

11:00 a.m. — Open Enrollment Plan Presentation

12 noon - 2:00 p.m. — Representatives and Benefits staff will be available to discuss the plans and answer questions.

If you wish to attend an Open Enrollment Presentation, contact Kimberley Hines with the specified time and location on X3350 by 5 p.m. July 12th.

The evidence of insurability application and enrollment packages, which include the provider directories and the necessary enrollment form for both plans, are available in Human Resources. If you wish to change your medical plan or add medical coverage, you must complete and return the enrollment form (and the PruCare Plus evidence of insurability form, where applicable) to Human Resources by **FRIDAY, JULY 30TH AT 5:00 P.M.**

A memo will be sent to staff with more details.

If you have any questions, please contact Kimberley Hines X3350 Chris Miller X3354 or Penny Donius, X3353.