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American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

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

Joe Ciccone	Office Facilities	24th
Jack Shoheit	Technical Information	23rd
Betty Barry	CPE Accounting	17th
Kathy Phillips	Examinations	15th
Roxanne Serville	Customer Service	12th
Scott Cheney	Advertising	11th

**Please
Welcome**

Christina M. DeMatos - Registration Assistant - Meetings & Travel. Christina joins us after graduating from Katharine Gibbs School.

Dionne McNamee - Senior Technical Manager - Accounting Standards. Dionne joins us full-time after being employed on a temporary basis in Accounting Standards.

Moira O'Keeffe - Telemarketing Assistant - CPE Marketing Services. Moira joins us from the Film Forum where she worked as a Senior Staff Member.

Armanda C. Squadrilli - Marketing Manager - Information Technology. Armanda was employed as a Consultant in this Division and now joins us full-time.

Promotions

Gary Morales was promoted from Stationery/Supply Coordinator to Supervisor - Office Facilities - New Jersey.

Mack Curtis was promoted from Utility Clerk to Supervisor - Distribution Services in the New York office.

In Human Resources, Christine Herbster was promoted from Administrative Secretary to Compensation Assistant.

Congratulations and much success in your new positions!

Our Apologies to...

Christina DeMatos, Theresa Dillon, Betty Dottore, Connie Gulli and Elizabeth Harney for not recognizing them in the profile on Meetings & Travel, which appeared in the April 26 issue of *Inside AICPA*. Your hard work is greatly appreciated!

Reminder...

We need you to run another Weight Watchers program! If you are interested in joining Weight Watchers, please contact Kimberley Hines on X3350 by Wednesday, May 12.

**Telephone
Tips**

Question:

When I receive a call, how can I tell if the call is from an internal party (i.e. another extension user), or an external party (i.e. a caller who is outside the system)?

Answer:

There are two way to distinguish which type of call you are receiving - by looking at your display or by listening to the "ringing cadence" of the call.

The ringing cadences are as follows:

- *internal* - one long ring
- *external* - two shorter rings

Question:

When I reach another user's AUDIX voice mailbox, how can I "bypass" their greeting?

Answer:

Simply press '1' after the greeting begins. This will cut off the greeting and move you immediately to the "beep tone" that allows you to begin leaving your message.

**Dependent
Coverage**

Since graduation time is upon us, we'd like to remind you of the PruCare and US Healthcare plan provisions.

Under PruCare, an unmarried child is eligible as a dependent until age 19 or, if a full-time student, until age 25. Under US Healthcare, an unmarried child is eligible as a dependent until age 19 or, if a full-time student, until age 23. Upon reaching the limiting age or graduating from college, your dependent is no longer eligible for dependent coverage but can at his/her own expense continue coverage for up to three years.

In the event that your dependent is no longer eligible, you must notify Human Resources immediately in writing so that the proper forms can be generated. If you have any questions, please call Chris Miller, Benefits Coordinator, on X3354.

**Another Hot
Lunch Tip**

Friendly, warm, cozy... and reasonably priced. Komegashi Japanese Restaurant offers a variety of lunch specials and plenty of ethnic hospitality. Located at 103 Montgomery Street, Jersey City, (201) 433-4567.