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5-24-1993

Inside AICPA, May 24, 1993

American Institute of Certified Public Accountants (AICPA)

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May 24, 1993

**Staff
Anniversaries**

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

Philip Chenok	Executive	13th
Helen Figueroa	Accounting	11th
Tommy Bodden	Distribution Services	10th
Leonard Hecht	Professional Ethics	8th
Marie MacBryde	Publications Administration	7th
John Harris	Order	6th
Rich Bruder	Financial Management	5th
Yoko Koizumi	CPE Accounting	5th
Pamela Moore	Customer Service	5th
Antonio Pacheco	Printing Services	5th

**Please
Welcome**

Debra A. Dohnert - Conference Planner - Meetings & Travel. Before joining the Institute, Debra worked for International Mass Retail Association as a Conference Manager.

Patricia D. Donius - Benefits Manager - Human Resources. Penny joins us from The New York Public Library where she worked as a Benefits Manager.

Jean M. Pipitone - Conference Planner - Meetings & Travel. Previously, Jean worked as an Assistant Show Manager at Miller Freeman, Inc.

Antonio Sportiello - EDP-Operating Manager - Data Processing Operations. Tony joins us from Tariff, Inc., where he worked as a Manager of Information Services.

**More Telephone
Tips**

Question:

What does the "DIRECTORY" button on my telephone set do?

Answer:

The **DIRECTORY** button allows you to enter the name of another user *in your building*, and obtain that user's extension number. Use the steps listed below.

- a) Press **DIRECTORY** button.
(Note: On some sets, this will require the use of the **SELECT** button.)
- b) Use the dial-pad to enter the letters of the desired user's name.
- c) If the first name that appears in your display is not the "correct" name, press the **NEXT** button until the desired name (and associated extension number) is displayed.

**Telephone Tips
Continued...**

- d) When the desired name (and number) are displayed, press the **RETURN CALL** button. The desired party will be dialed automatically.
- e) Press the **NORMAL** button to return the display to its normal state.

**Don't Leave
Home Without
It!**

We're all familiar with the cautionary advice, "Don't leave home without it!" but this time it applies to the paycheck you'd like to take with you on your vacation. You may not be able to, unless you follow three simple steps:

- 1) Submit your approved Absence Request form to Human Resources at least 10 working days prior to your vacation.
- 2) Whether or not you have direct deposit, and even if you don't want your salary check at the time of your planned absence, you must complete the salary check portion of the form (reproduced below).

<p>In accordance with my absence request indicated below:</p> <p><input type="checkbox"/> I request my salary check for the week ending _____</p> <p><input type="checkbox"/> I request my salary check for pay period ending _____</p> <p><input type="checkbox"/> Salary check request not applicable</p> <p><input type="checkbox"/> Cancel previous request—use code letter "C"</p> <p>Request for salary check must be received by Human Resources 10 working days prior. Pick up check after noon of last day in the office.</p>
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For payroll purposes, this is the most important section of the form. Payroll must know if you need your paycheck. Direct deposit can be done only on the regularly scheduled payday; therefore, you must indicate on your request if you will need you paycheck before you leave.

- 3) On the afternoon of the last working day prior to your vacation, pick up your paycheck in Payroll. (In New Jersey on the 3rd floor in the Payroll Department, in New York on the 7th floor from Gaby Ulloa and in Washington from Ela Work.)

As always, our Payroll staff will cooperate in any way they can; however, it is up to you to let payroll know whether or not you want your paycheck in time for vacation. Plan early, and submit you request as soon as possible, but no later than 10 days prior to your vacation.

Your cooperation is appreciated. **Happy Vacations!**

Value Drugs

Raemart Drug Store, located at 1221 West 48th Street, recently re-opened as Value Drugs. Value Drugs **will** accept your PruCare prescription card and has all prescription records, formerly with Raemart, on hand.