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## Inside AICPA, October 11, 1993

American Institute of Certified Public Accountants (AICPA)

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October 11, 1993

**Staff  
Anniversaries**

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

			<b>Anniversary</b>
Paulette Myers	Academic & Career Development		19th
Greg Furke	SEC Practice Section		13th
Catherine Wasilko	SEC Practice Section		10th
Nancy Cohen	Information Technology		7th
Manuel Vazquez	Printing Services		5th

**Emergency  
Reminder**

In the event of a severe storm, widespread transportation disruption or other emergency, to find out whether or not the Institute's office hours are changed or if the office is closed, N.J. and N.Y. employees should dial **(212) 596-6088**. You will hear a recorded message authorized by President Chenok announcing any change to our standard hours of operation. This message, which is accessible 24 hours a day, represents the official word on office operations. The responsibility for calling this number to determine whether the office hours are changed or if the Institute will be closed rests with each member of the staff.

Staff members can also tune in to News Radio 88 on the AM dial for office closing information. If it becomes necessary to shut down during regular business hours, cost center heads will be notified.

**Please let us  
know...**

...if you change your name, address or telephone number, or there is a change in the person to be contacted in case of an emergency. Please visit Human Resources to complete a new Personnel Data Record and either a Prudential or U.S. Healthcare change form.

It is also important to report any change in the number of dependents.

**Floating  
Holidays**

Just a reminder, unlike vacation days, floating holidays may not be carried over into the next year. Please be sure to use your floating holiday before the end of the year.

## ***PC SUPPORT HOTLINE***

(Hours 8:00 a.m. - 6:00 p.m.)

We are pleased to announce the establishment of a PC Support Help Desk. The following instructions will explain how to get support.

- The PC Support number is X7272 (PCPC).
- The PC Support number will ring at the following extensions:

Irene Taylor  
Tarron Weir  
Ray Brancaccio  
Irene Abramson  
Rob Rueda  
Rufina Kaminski  
Work Room  
Lan Room

- When the call is picked up, the remaining extensions stop ringing.
- If the call is not picked up on three rings, the call forwards to Audix - All support personnel are busy. The MIS Group has access to all Audix Messages.
- Technical assistance is available at this number from the hours of 8:00 a.m. until 6:00 p.m. Monday through Friday. All calls will be answered within 30 minutes.
- The PC Support telephone number (7272) is available on internal telephones only. The Washington office must dial the tie line exchange (4) before the extension (7272).
- If you have an emergency call or if you do not get a call back within 30 minutes, contact Joe Davis at X3367. If you require support during off hours, please let us know in advance.

Every effort will be made to have a support person answer your call between 8:00 a.m and 6:00 p.m. Please forward any comments regarding the hotline to the attention of Joe Davis.