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Inside AICPA, February 7, 1994

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:

		Anniversary
Florence Napolitano	Customer Service	12th
Franklyn Farier	Distribution Services	6th
Cecilia Robin	<i>Journal of Accountancy/ Tax Adviser - Advertising</i>	6th

**Equipment
Needs Survey**

Part of the Institute's Disaster Recovery Plan includes maintaining an adequate level of equipment in order to function in case of a disaster. To appropriately collect this information, each cost center head will receive an "Equipment Needs Survey" this week. We ask that you work with your staff in determining your needs and to fill out the form carefully and return it to Donna Roethel no later than Friday, February 25.

Your cooperation is appreciated as this information is very important in the event of a disaster.

**Back by
Popular Demand**

Gary Garris, a Customer Service Specialist from PRUCARE PLUS, will be available in the New Jersey Human Resources area each Wednesday from 9:00 a.m. to 5:00 p.m. until March 2 to answer any questions you may have. Please call Kimberley Hines on ext. 3350 to schedule an appointment.

Reminder...

...to the people who signed up for the Social Security Seminar.

The Social Security Seminar in **New Jersey** will be held in the Training Room on the 2nd floor on February 10 at 12 noon.

Time Cards

Due to the President's Day holiday on Monday, February 21, **PLEASE HAND DELIVER** all attendance records for this week ending 2/12 to Human Resources before the close of business on Friday, February 11. We also ask the Washington office to be sure to send all attendance records for this week ending 2/12 to Human Resources - New Jersey in Friday's (February 11) mail.

Both Human Resources and Payroll thank you for your cooperation!

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 Chris Miller on ext. 3354.

Karaoke Night In Memory Jeff Orton On Saturday, March 5, Markers Harborside Grille (located at the main entrance of the Harborside Financial Center) presents "A Karaoke Night" in remembrance of Jeff Orton to benefit The Leukemia Society of America. Donations are \$20.00 in advance or \$25.00 at the door. The event will run from 8:00 p.m. - 11:00 p.m. and includes assorted hors d'oeuvres, cash bar and laser karaoke sing-a-long.

For those interested, send your donation directly to the Leukemia Society, 45 Springfield Avenue, Springfield, NJ 07081 by February 28. For more information, please call Cathy Zaita at ext. 3186.