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## Inside AICPA, February 21, 1994

American Institute of Certified Public Accountants (AICPA)

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February 21, 1994

**Staff  
Anniversaries**

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

**Anniversary**

Torny Berntsen	General Counsel & Trial Board	32nd
Shirley Price	Technical Information	8th
Mary Browne	Order	6th
Evelyn Laino	Office Facilities	6th
Vincent Sarno	CPE Production	6th

**Access Cards**

The Harborside building management company, Jones Lang Wootton, notified us that there will be a five dollar replacement fee for lost access cards which permit entry into the building and onto the Institute premises. If you have misplaced your access card, please contact Irene Kassimis on ext. 3888.

**Manhattan  
Advantage**

Now available in Human Resources (New York) are copies of the discount booklet "Manhattan Advantage." These free booklets offer special discounts on restaurants, recreation, shopping and other services throughout Manhattan. Please call Gaby Ulloa at extension 3180.

**In Memoria**

It is with deep regret that we inform you of the passing of staff member Tommy Bodden. Tommy joined the Institute in May, 1983 as a Shipping Clerk in our Distribution Services department.

**Pacioli's  
Exhibit**

In the New York office, there is a small exhibit on the 6th floor of a copy of the 1494 edition of Pacioli's book which contains a chapter on double entry accounting. The Library staff prepared the exhibit and there is a handout that goes along with it. The exhibit, celebrating the 500th Anniversary of the Publication of Luca Pacioli's Summa De Arithmetica...1494, will be on display throughout 1994.

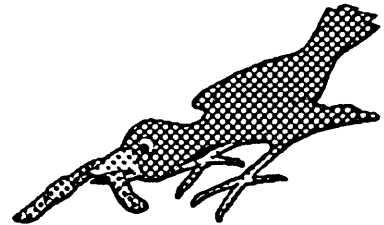
**Printing Services  
Requisition**

Please assist the Printing Department by filling in the activity number on each work requisition. The accuracy of Printing Services' monthly time report requires an accurate activity number for each job. Your cooperation is appreciated.

**A Few Words  
On Lateness  
And Absenteeism**

Lateness and absenteeism are two of industry's biggest problems. Anyone who knew a sure cure for them could sell the secret and retire in luxury.

It's hard enough to schedule work efficiently even when everyone shows up. And when people are unexpectedly late or absent, adjustments have to be made at the last minute. These makeshift changes are usually costly and inefficient.



There is, of course, no final solution. Lateness and absenteeism will always be with us. Nevertheless, there are things we can do to minimize the problem.

One is to be sure - through personal contact and explanation - that everyone appreciates the problems that lateness and absence create. Some people believe it's nobody's business but their own. They must be helped to see that their actions affect the entire group, and that they are part of a team. When they're late or absent, they're letting others down.

It's important, too, for the person who supervises others to practice promptness and regularity as well. Regular hours set a good example for everyone.

Also, it is important to take time to appreciate the work people do when they are not absent. Show them how much you count on them. People who feel needed and wanted - who know that their presence on the job is important - are less apt to be late or absent.

If excessive lateness or absenteeism continues, probe for deeper reasons. Is the job too boring? Has it lost its challenge? If so, what can you do to remedy the situation?

Lateness and absenteeism problems will never be solved completely. We can, however, develop a constructive approach that holds them to a minimum.