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## Inside AICPA, June 27, 1994

American Institute of Certified Public Accountants (AICPA)

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June 27, 1994

**Staff  
Anniversaries**

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

**Anniversary**

Moses Powell	Distribution Services	20th
Jackie Pastore	Quality Review	15th
Elaine Miller	Practice Management	10th
Sarah Cobb	<i>Journal of Accountancy</i> - Editorial	7th

**AICPA's 2nd  
Annual Blood  
Drive**

With the July 4th holiday upon us, remember to "give the gift of life". Approximately one in every ten hospital patients - accident victims, leukemia and cancer patients, burn victims, surgical and cardiac patients, and, perhaps, most touching of all, newborn babies - needs blood. In fact, a single pint of blood can help as many as ten newborns. A pint of blood can be the difference between life and death for anyone of us when we need a transfusion.

The AICPA is holding its 2nd annual blood drive on Friday, July 8th. Blood donations can be made in the Harborside Training Room located on the second floor from 8:00 a.m. to 1:30 p.m. New Jersey Blood Services, a non-profit organization, and a division of the New York Blood Center, will be collecting blood donations by appointment only. Additional information will be released soon, including the Blood Donation Pledge Card. When you receive the Blood Drive pamphlets, please take a moment to read them over and decide for yourself whether donating blood is a worthwhile cause. If you have any questions, please call Kimberley Hines on ext. 3350.

Please arrange for an appointment to donate, it will be the greatest gift you ever gave.

**Discount  
Coupons**

Now available in the New York and New Jersey Human Resources offices are 1994 discount savings coupons for Dorney Park Wildwater Kingdom for you and your family.

**Just a  
reminder...**

Unlike vacation days, floating holidays may not be carried over into the next year. Please be sure to use your three 1994 floating holidays before the end of the year.

## Computer Drawing

Get ready ... if you haven't submitted your entry form for the PC drawing, please do so before Friday, July 1. The drawing will be held on Tuesday, July 5. The drawing will work as follows:

- o Entry forms will be separated by the two locations -- DC and NY/NJ -- and placed into respective DC and NY/NJ raffle drums.
- o The number of PCs available at each of the two locations will determine the number of names drawn by location.
- o The drawing will be supervised by the Internal Audit Division.
- o The XTs cost \$10 and the 286 PCs cost \$50.

If your name isn't picked on July 5th, your chances aren't over. As we replace old machines, we will continually draw names from the existing pool of entries. There's no need to resubmit your name. Good Luck!

Also, if you have any old equipment in your area that is not being used, please call Irene Abramson at ext. 3307.

## PC Back-Up

The LAN and the AS/400 are backed up nightly. However, if you find it necessary to save data to your hard drive (C:), it is your responsibility to back-up your own files. It is important to back-up your critical data. If you do not know how to back-up your hard drive, please call Irene Abramson at ext. 3307. Irene will provide instructions and discuss the best method for your daily and weekly back-ups.

Please do not back-up your hard drive to the LAN. Weekly back-ups can be sent to Irene Abramson each Monday where they will be stored in a vault for safe keeping. If you have any questions, please call the PC Hotline at ext. 7272.

## 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 of an absence exceeding 5 days 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.