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American Institute of Certified Public Accountants (AICPA)

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May 9, 1994

**Staff
Anniversaries**

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

Anniversary

Joe Ciccone	Office Facilities	25th
Dorothy Vanella	Examinations	16th
Joe Todd	CPE Production	15th
Roxanne Serville	Customer Service	13th
Scott Cheney	Advertising	12th

**Playland Discount
Coupons**

Now available in Human Resources are discount coupons for Rye Playland, located in Rye, NY just minutes from the NY/CT border. (Directions are on the back of the coupon.) Coupons are good for \$3.50 (Tuesday through Friday) and \$2.00 (Saturday, Sunday and Holidays) off the 36-ticket books. This offer can not be combined with any other offer and is valid through September 4, 1994.

Rye Playland offers major and Kiddyland rides (including the famous Dragon Coaster) a brand-new log flume, lake boating, miniature golf and live entertainment daily, as well as the beach, boardwalk and picnic groves overlooking Long Island Sound.

Please contact Kimberley Hines at ext. 3350 if you are interested.

**Recycled Toner
Cartridges**

Toner cartridges for the HP Laser Jet Series II, III or IV printers can not be thrown away, they must be recycled. Please return any used toner cartridges to the Purchasing Department. (Preferably in their box. You can place the old cartridge in the box that the new one came in.) If you have any questions please call Maggie Diz on ext. 3315.

**BJ's Wholesale
Club**

BJ's Wholesale Club recently announced its grand opening in Jersey City at 396-420 Marin Boulevard. Human Resources now has one day shopping passes for BJ's Wholesale Club. Use this pass to shop BJ's where you'll find the lowest prices on the highest quality merchandise. If you like what you see, become a member and start saving right away!

You can save up to 26% off conventional supermarket prices, and BJ's accepts manufacturers' coupons. BJ's carries brand names in convenient sizes. You'll find everything from designer clothing to restaurant-quality food, stereos, tires and more!

Everyone can join! No qualifications or restrictions!

For your convenience, BJ's Wholesale Club in Jersey City is open Monday, Wednesday and Friday from 11:00 a.m. to 9:00 p.m.; Tuesday, Thursday and Saturday from 9:00 a.m. to 9:00 p.m. and Sunday from 11:00 a.m. to 5:00 p.m.

Those interested in obtaining a one day shopping pass for BJ's can pick one up in Human Resources - New Jersey or contact Kimberley Hines on ext. 3350.

**Leaving the
Right Message**

When you reach a telephone answering machine be sure to leave as much information as time allows. It's likely that your call will not only be returned, but the other party will be prepared to discuss the subject you want to talk about. You won't have to wait for information to be found.

**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 10 working days prior to your vacation.
- 2) Whether or not you have direct deposit, and even if you don't want you salary check at the time of your planned absence, 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 that on your request.

- 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.) It will not be delivered to you, nor will you be called to come get it.

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.

Your cooperation is appreciated.

**Jersey City
Museum**

The Jersey City Museum, 472 Jersey Avenue, Jersey City (located on the 4th floor of the main library building on the corner of Jersey Avenue and Montgomery Street) offers a variety of displays, exhibitions and educational programs.

Exhibitions include *Recent Acquisitions: 1990-1993* which runs now through May 28 and *Passages in Sculpture: Six Sculptors*, June 8 through August 20.

Educational programs are also available, *Architectural Beauties of Downtown Jersey City*, a free walking tour of some downtown Jersey City neighborhoods

Please check the bulletin board in the Harborside Luncheon Club for additional information. The Museum is open Tuesday, Thursday, Friday and Saturday from 10:30 a.m. to 5:00 p.m., and Wednesday from 10:30 a.m. to 8:00 p.m.