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## Inside AICPA, May 16, 1994

American Institute of Certified Public Accountants (AICPA)

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May 16, 1994

**Staff  
Anniversaries**

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

**Anniversary**

Kathy Phillips	Examinations	16th
Dick Flynn	Advertising	13th
Jean Yocono	Technical Services - Professional	12th
Ed Karl	Tax Division	11th
Rudolph Llewellyn	CPE Accounting	8th
Vincent Aiello	Order	7th
Hollie Boyle	Meetings & Travel	5th

**Promotion**

Sherry Boothe was promoted from Secretary in Academic & Career Development to Administrative Secretary in Auditing Standards.

Congratulations and much success in your new position!

**Special  
Olympics**

REMINDER!!! Volunteers are still needed for the *New York Special Olympics 1994 Metro Tournament* on Sunday, June 12, 1994 from 9:30 a.m. to 4:30 p.m. at St. John's University in Jamaica, Queens.

Those who are interested in being athlete escorts for the day, please call Jackie Walker at ext. 6033 before May 27.

**Reminder**

Due to the upcoming Memorial Day weekend, please deliver all attendance records for this week ending 5/21 to Human Resources before the close of business on Friday, May 20. We ask the Washington office to be sure to send all attendance records for this week ending 5/21 to Human Resources - New Jersey in Friday's (May 20) mail.

Your cooperation is appreciated.

**Security  
Procedures**

The security procedures for the Harborside Financial Center require all employees/visitors to have a pass for packages being taken out of the building. If you leave with packages/equipment, you must get a pass from either the 2nd or 3rd floor AICPA Reception desk **before 5:15 p.m.** The pass, along with your AICPA ID card or visitor ID tag, must be presented to the security desk in the main floor lobby.

**Congratulations!** Lisa Dinackus, Congressional & Political Affairs, received her Master of Arts, International Affairs Degree from George Washington University on Sunday, May 8. Congratulations, Lisa!

**Attendance** If you have any questions regarding time cards/sheets, vacation day accruals, absence requests, etc. please contact the person in charge of your cost center's attendance. The breakdown is as follows:

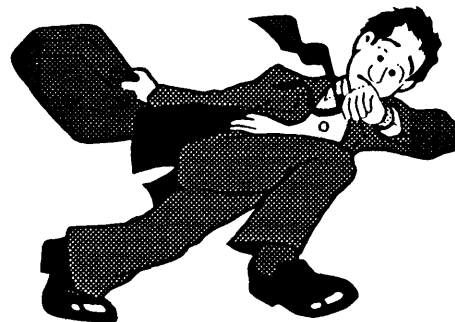
<u>Cost Center</u>	<u>Contact</u>	<u>Extension</u>
401-423	Kimberley Hines	3350
425-452	Jennifer Kurylka	3357
453-465	Anselmo Alamilla	3356
469-496	Christine Herbster	3351
NY Cost Centers*	Gaby Ulloa	6180

\* Some cost centers are split between New York and Harborside, all New York employees should submit attendance records to Gaby Ulloa in Human Resources - New York.

**Training** There's still room in our Time Management courses to be held on the 2nd floor in the New Jersey Training Room on Thursday, May 26th.

The Organizer class, scheduled from 8:00am - 1:00pm, will assist managerial and supervisory personnel to plan their schedules more efficiently. The afternoon Planner class, held from 1:30pm - 5:00pm, is designed to be of particular benefit to those who keep calendars and schedules for others as well as themselves.

If you are interested in attending, please call Gaby Ulloa on extension 6180 and forward a training request with the appropriate signatures.



If you feel like this is you come join us at **Time Management!**