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Inside AICPA, August 28, 1995

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
Karen Neloms	Library Services	28th
Karl Anglade	State Legislation & Legislative Relations	22nd
Pat Verde	CPE Production	19th
Jim Cook	Programming & Systems	18th
Frank Chi	Printing Services	16th
Katherine Rangoon	Production - Periodicals	8th
Cheryl Bradford	Electronic Imaging	7th
Matt Carr	CPE Marketing - Group Study	6th
Tim Henry	Examinations	6th

**Please
Welcome**

Paulette R. Brockington - Secretary - Tax. Before joining the Institute, Paulette worked for Doyle Personnel Services where she worked as a Secretary/Administrative Temp Specialist.

Everette Mays - Records Clerk - Records Management. Everett joins us from Mount Sinai Medical Center where he worked as a Quality Assurance Coordinator.

John Torrillo - Travel Administrator - Meetings & Travel. John joins us from American Express Travel Services where he worked as a Travel Services Counselor.

Gaston Zavala joins us in **Printing Services** as a **Copying Coordinator**.

**Welcome to
Harborside**

Today, Monday, August 28, the Library Services department moves from the New York office into the newly designed space on the third floor of the Harborside facility.

The new library is accessible directly from the third floor elevator lobby and features a light, glass wrapped environment. Both members and staff will enjoy enhanced access to CD-ROM's in the reading room.

If you need to transfer a member or other caller who needs library assistance, please use ext. 7334. This will put them directly into the library services queue.

The new telephone extensions for the Library Services staff are listed on the next page.

Library Services telephone extensions:

Name	Extension
Susan Bolmer	3910
Joyce Chaney	3911
LaShaun Cooper	3912
Elizabeth DelValle	3913
Gus Garcia	3914
Jennie Hazan	3909
Cynthia Hiris	3915
Leonora LaMantia	3916
Patricia Meyer	3917
Boris Musich	3918
Karen Neloms	3908
Linda Pierce	3919
Adrian Rivera	3920
Simmona Steele	3922
Librarian's extension	3921

The Library Services fax number is 938-3955.

FYI

A CPA mailing list, which includes all the CPA's on staff, has been created on the LAN. To access the mailing list click on **PREPARE**, then click on **ADDRESS**. You can retrieve the mailing list by clicking on **MAIL LISTS** (on the left side), then selecting **CPA's ON STAFF** or by just clicking on **CPA's ON STAFF** (on the right side).

Reminder

Monthly work reports should be submitted to Kimberly Hansen in Budgeting & Financial Analysis by the first of every month.

**Jury Duty
or Court
Appearance**

An employee who is summoned to serve on a jury or subpoenaed to appear in court will be granted time off with pay for up to four weeks. Payment to employees will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

If you are excused from jury duty or the court appearance prior to the end of the regular work day, you must call your immediate supervisor for a decision as to whether or not, in view of the hour and distance involved, it would be practical to report to work. If you are excused for any full day during jury duty or court appearance, you must report to work on that day. Prior to the absence, you must complete an "Absence Request" form and attach a copy of your summons or subpoena. Upon returning, you must submit to Human Resources a certificate from a proper court official indicating the days subpoenaed or served as a juror.