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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
Marie Bareille	Publications Administration	24th
Ray Lipay	Peer Review	14th
Mary Anne Tait	CPE Operations Administration	13th
Tracey Monaghan	Information Technology	11th
Bob Boos	Financial Management	10th
Allan Kaplan	Financial Management	10th
Lois Wolfeich	Information Technology	10th
Gerard Yarnall	Audit & Accounting Guides	9th
Frank DeRosa	Order	8th
Anita Friars	Private Companies Practice Section	8th
Alan Smith	Examinations	7th
Moe Levitin	Technical Information	7th
Florence VanBuskirk	Receivables	6th

**Please
Welcome**

Timothy M. O'Keefe - Copying Coordinator - Printing Services. Before joining us, Timothy worked for Pershing Division of D.L.J. Inc. as a Money Management Clerk.

Jeffrey Wims - Copying Coordinator - Printing Services. Jeffrey joins us from United Parcel Service where he worked as a Package Handler.

Promotions

In Federal Government, **Lysa Phillips** was promoted to Administrative Secretary from Secretary.

Jose Suarez was promoted to Senior Member Service Representative in Customer Service from Library Assistant in Library Services.

Congratulations and much success in your new positions!

**401(K) Savings
Plan Enrollment**

If you recently received notice that you are eligible to join the AICPA 401(k) Savings Plan, don't forget that Human Resources and Financial Management will be hosting informational meetings this week. The meetings will be held in New Jersey on Thursday, June 8 at 10:00 a.m. in the training room on the second floor, and in New York on Friday, June 9 at 2:00 p.m. in Conference Room G on the sixth floor. The meetings are intended to provide valuable information about retirement planning and the benefits of the **AICPA 401(K) Savings Plan** as opposed to other savings programs. If you did not return your RSVP form but would like to attend a meeting, please call Rich Bruder on ext. 3482. We urge each of you to attend one of the meetings.

401(K) Savings Plan Enrollment con't.

Current 401(K) plan participants are reminded that the deadline for making changes in their investment selections and contribution levels is Friday, June 16. All forms should be submitted to Financial Management or placed in the drop-box in the Payroll Department at the Harborside office.

Should you have any questions about the plan or cannot attend one of the meetings, please contact Financial Management at ext. 3482.

Investment Performance

Outlined below are the rates of return for the three 401(K) investment funds for the month of April and the period from January 1 through April 30.

<u>Period</u>	<u>Fund A Money Market</u>	<u>Fund B Balanced</u>	<u>Fund C Equity</u>
April	0.4%	1.1%	0.9%
Jan. 1 - Apr. 30	1.6%	7.2%	8.2%

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 at least 10 working days prior to your vacation. (Even earlier is better.)
- 2) Whether or not you have direct deposit, and even if you don't want your salary check at the time of your planned absence, you must complete the salary check portion of the form (reproduced below).

In accordance with my absence request indicated below:

I request my salary check for the week ending _____

I request my salary check for pay period ending _____

Salary check request not applicable

Cancel previous request—use code letter "C"

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.

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 on your request if you will need your paycheck before your leave (box 1 or 2).

- 3) You can pick up your paycheck on the afternoon of the last working day prior to your vacation. Checks are available in New Jersey in the Payroll Department on the third floor, in New York from Gaby Ulloa and in Washington from Ela Work. It will not be delivered to you, nor will you be called to pick it up.

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. Submit your request as early as possible, but no later than 10 days prior to your vacation.

Your cooperation is appreciated.