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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
Eileen Rubright	Finance & Administration	27th
Ray Powierski	Circulation	12th
Elinor Paige	CPE Administration - Direct Study	9th
John Morrow	Management Accounting	8th
Carol Shaffer	Tax Division	8th
Stan Gorski	Distribution Services	7th
Carol Fagan	Payroll	6th
Judith Sherinsky	Auditing Standards	6th
Virgil Webb	State Legislation & Legislative Relations	6th
Marie Josey	Journal of Accountancy - Editorial	5th
Bill Moran	Management Consulting Services	5th

Please Welcome **Rodney Harris** rejoins the Institute as an **Order Representative** in the **Order** department.

NY Yoga Classes Yoga classes in the New York office will start on Thursday, September 14 from 5:15 p.m. to 6:15 p.m. and will run on consecutive Thursdays through November 2.

SHARE-A-WALK Thousands of women, men and children will be gathering at the Main Monument in Central Park at Christopher Columbus Circle on Sunday, October 1, 1995. They will be taking part in the 5th Annual SHARE-A-WALK!

SHARE is a non-profit, self-help organization that provides support services for women with breast or ovarian cancer, and for their families and friends. SHARE offers support groups, educational and wellness programs, and advocacy opportunities. All services are free of charge. Proceeds from the 4-mile Walk will help keep them that way.

This year 183,000 women will be diagnosed with breast cancer and 46,000 will die. Over 22,000 women will be diagnosed with ovarian cancer and over 50% will die. Walk together on October 1, 1995 to show our resolve to conquer breast and ovarian cancer.

SHARE-A-WALK You can play an important part. All you have to do is look into your heart...and then use your feet!

If you are interested in participating in the SHARE-A-WALK, call Chris Miller on extension 3354 for your registration form and sponsorship list.

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 immediately 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.

Policy Reminders

...It is the responsibility of each employee to promptly notify AICPA of any changes in personnel data. If you change your name, address, telephone number or the individuals to be contacted in the event of an emergency, please complete a Personnel Data Record form available in Human Resources. It is also important to report any change in the number of dependents.

...Employee personnel files are maintained in a secure and confidential manner. Only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so in the presence of a representative of the Human Resources Division.

An employee may periodically review the contents of his/her own personnel file. Employees who wish to review their file should call Christine Herbster at ext. 3357 to schedule an appointment.