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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

Julia Esposito	Promotions	39th
Barbara Shildneck	Production & Editorial Services	36th
Pat Medlin	Peer Review	10th
Sharon Free	CPE Marketing Services	8th
Marsha Bonner	Communications/Public Relations	6th
Rose Della Bovie	Fulfillment	6th
Madeline Mercado	Financial Management	5th
Andrew Mrakovcic	Information Technology	5th
Wanda Torres	Programming & Systems	5th

Transfers

Leslie Billera transferred from Meetings & Travel to Promotions as a Production Associate.

Anne Rothkopf transferred from Communications/Public Relations to Human Resources as an Administrative Secretary.

Congratulations and much success in your new positions!

**Fund Raiser
at Marker's
Restaurant**

On Monday, October 16 from 5:30 - 8:30 p.m. Marker's Restaurant will be hosting a fund raiser to benefit the Staten Island Leukemia Association in memory of former AICPA employee Jeffrey Orton. A donation of \$25.00 (payable to the Staten Island Leukemia Association) includes a buffet dinner and karaoke. Enjoy a relaxed atmosphere with your co-workers while supporting a worthy cause. For further information, call Cathy Zaita at ext. 3186.

**Telephone Tips
Reminder**

Below are a few reminders on some the telephone features:

- 1) **LWC**- The **leave word calling (LWC)** button leaves a message at the *recipient's* set, which they can read via the display. The **LWC** button is effective anytime after the extension is dialed, this includes when the recipient's telephone is ringing, when the call goes to cover or into voice mail and even after someone picks up.

Tips (con't.)

NOTE:You can *cancel* a LWC message that you originated by pressing the **CANCEL** LWC button (if you have a 7406 plus model telephone, first press the gray "select" button) on your set, and then enter the extension number of the party for whom you left the LWC message.

- 2) **AUTO CBACK** - This is the automatic callback button which causes the system to call *you* when the party you dialed hangs up from the call they are on. After you answer the call from the system, the system will automatically re-call the party you had originally dialed.

NOTE: This feature "times out" after 30 minutes.

Attendance Records

Please note the following changes in the processing of the attendance records. 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	Anne Rothkopf	3357
453-466	Anselmo Alamilla	3356
467-496	Christine Herbster	3351
NY Cost Centers**	Patti Valentino	6212

* While out on a leave of absence, Barbara Vigilante will be filling in for Kimberley.

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

401(K) Plan

As a reminder, 401(K) participants are now allowed to allocate investment in 5% increments among the three investment options. If you would like to change your investment options as of October 1, 1995, remember, the requisite forms should be forwarded to Rich Bruder no later than today. If you have any questions regarding the plan please call ext. 3482.

The performance figures for the current quarter are outlined below.

	Fund A <u>Money Market</u>	Fund B <u>Balanced</u>	Fund C <u>Equity</u>
July	.4%	1.0%	2.6%
August*	.4%	3.2%	1.3%
July - August*	.8%	4.2%	3.9%

* Estimated