



BYU-HC Devotional



President Rodgers

President and General Manager Ralph Rodgers captured his audience at the BYU devotional Friday morning with his wit and wisdom on the subject of devotion. Giving examples of devotion and non-devotion from his own experience, he provided thought-provoking suggestions to accomplish the objective of leaving life a little better than we find it.

1. What is our devotion to the moment? We must live for and make the best of the moment we are living now.
2. Devotion to work and honest labor.
3. Devotion to surroundings.
4. Devotion for sacred things of the moment.
5. Devotion to culture of the moment.
6. Devotion to authority and leaders.
7. Devotion to teachers.
8. Devotion to family and parents.
9. Devotion to stewardship.
10. Devotion to Godhead.
11. Devotion to that which is worthy of our devotion.
12. Devotion to self.

He exhorted all present to devote their time and attention to those lofty endeavors which are worth our while and will improve our lives and the lives of those we deal with.

General Manager Orchestrates Change

General Manager Ralph Rodgers announced management fine-tuning this week of the organization and responsibilities of executive committee members.

The adjustments streamline top management areas by assigning all financial/personnel matters to Les

Steward; retail areas, food, and Special Projects to Vernice Pere; and Villages, Guides, VIP Services and Customer Satisfaction to David Hannemann.

Graphics now reports with other support services to Magi Keil while Bryan Bowles retains Theater and Sales and Marketing and Cy Bridges con-

tinues to manage the cultural area.

The Update will continue to serve both management and employees as part of the Special Projects team.

Also announced was the appointment of Joe Berardy as manager of Special Projects effective in June when Pam Su'a plans a family move to Utah.

President Rodgers



New INS Law Requires ID, Eligibility Documentation

The U.S. Immigration & Naturalization Service (INS) got a new law passed on November 6, 1986, that affects everyone in America -- including citizens and legal residents -- who change jobs or get hired for the first time.

As of that date, the Immigration Reform and Control Act of 1986 requires all newly hired employees to show proper proof of employment eligibility and personal identification.

Why? The INS, in its efforts to stem the tide of illegal immigration into the United States, hopes to shift enforcement responsibility to employers by requiring them to make sure illegal aliens do not take jobs which could be held by citizens or legal residents. To comply with the new law, all people hired as of November 6th last year or who change jobs from then on must present their (new) employers with documented proof that they are who they say they are and of their legal eligibility to hold a job.

How do you do this? Eric Beaver, the PCC's personnel clerk working on compliance, explains there are three types of documentation that the Center and all other employers must actually see. "Type A documents," he says, "cover both identification and eligibility. These include U.S. passports, Certificate of Citizenship, Alien Registration card (with photo), or an unexpired work permit from the INS.

"Type B documents cover identity only and include original driver's licenses from any state with either a photo or other identifying information (for example, height, weight, fingerprint, etc.), an original ID document from any state, notice of discharge from the U.S. Armed Forces or any other document indicating active duty or reserve status in the service.

"And Type C documents, which cover eligibility, can be a Social Security card (the actual card, and not just the number); a birth certificate from any state; an I-94 form for foreign students; or a Report of U.S. Citizen Birth Abroad (issued by the State Department)," Beaver says, adding answers to these frequently asked questions:

Q. If I started working at the Center before November 6, 1986, do I have to worry about this new law?

A. No. But if you leave the Center for another job, all employers in America are supposed to ask you for the documentation.

Q. If I started working here since that date, will the personnel office notify me?

A. Yes. Some recently hired employees have already been through the documentation check; and all eventually will have to show proof of eligibility and identification. "However, you don't have to wait until we get in touch with you," Beaver says. "Come in any working day between 10 a.m. and 4 p.m." The INS has given an early-May deadline for completing the documentation check of all people hired since last November 6th.

Q. Do I have to do this?

A. Yes, if you were hired at the Center on or since November 6th.

Q. What if I don't have the necessary ID here in Laie?

A. You must send for it. The documents must be physically shown to personnel.

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Division Meetings Scheduled

Theater, Reservations, Sales and Marketing (all those under Bryan Bowles):

Tuesday, March 10
9:00 p.m.
Pacific Pavillion

Business Office, Personnel, MIS, Industrial Relations (everyone under Les Steward):

Wednesday, March 11
8:00 a.m.
Corporate Board Room

Gateway, Concessions, Marketplace, Special Projects (everyone under Vernice Pere):

Saturday, March 21
8:00 a.m.
Gateway

Villages, Guides, Customer Satisfaction (everyone under David Hannemann):

Saturday, March 21
11:00 a.m.
Maori Village

Maintenance, Housekeeping, Security, Purchasing, Auxillary Services (everyone under Magi Keil):

Thursday, March 12
9:00 a.m.
Support Services Bldg. Game Room

All employees will be paid for attendance at their respective division meetings. You will either sign in or punch in according to the direction of your supervisor.

The Administration is conducting these meetings and will be discussing important and timely subjects in regards to all employees.

Traffic Through Center

Security has announced that as a service to employees it is now permissible to drive through to Gate 11 to pick-up or drop off passengers. However, employees will not be allowed to wait there for any length of time other than for pickup or drop off purposes -- they must park in the parking lot to wait.

Please be sure to drive carefully and follow these guidelines. Mahalo.

More Tickets And T-Shirts For Sale

Special Projects is reminding employees that there are Consolidated Movie Theater tickets and PCC Anniversary t-shirts for sale.

The theater tickets are good at all Consolidated Theaters except at movies that post NO SPECIAL PASSES or SPECIAL ENGAGEMENT MOVIE. The tickets are priced at \$3.00 each.

All sizes of the anniversary t-shirts are still available (S, M, L, XL). They are \$7.00 each. There is no limit -- you can buy as many as you want.

Health Center Policy

Please be advised of the BYU-HC Health Center policy concerning sick notes:

No sick notes can be given to students unless they have been seen by a registered nurse or a doctor **while sick**.

New INS ID Requirement

Q. Does that mean I can't work until after personnel checks my ID?

A. "You can continue to work," Beaver says, "but you should send for the documents now."

Q. Can I use my foreign passport to satisfy the new law?

A. Yes, but most non-citizens working at the Center will already have an I-94 form and/or an F-1 visa, which is satisfactory.

Q. If I'm not a U.S. Citizen but I've been working at the Center for a long time, do I still have to show my ID to personnel?

A. No. "Most such people are permanent residents already," Beaver says. "But if you change jobs any time in the future, you should be prepared to show ID to your new employer."

Beaver stresses again if you are a recent PCC hire (since November 6th), "it would be a great help if you'd come in early with your ID documents."

Human Resources Development -- Training

The universal product that links all successful companies together is **service**. The emphasis should be on, the doing aspect of what a company should perform in a work environment. Being the leader in any industry requires a total commitment by a company. It's not where you serve that matters most but **how you serve**. Here at the Cultural Center we have the opportunity to perform our duties and responsibilities with pride. The choice is yours...so do your best.

"Treat every customer as though you are really happy to see him, almost as though you had actually hoped he would come in today. Give him the impression that your reason for being there is to serve him."

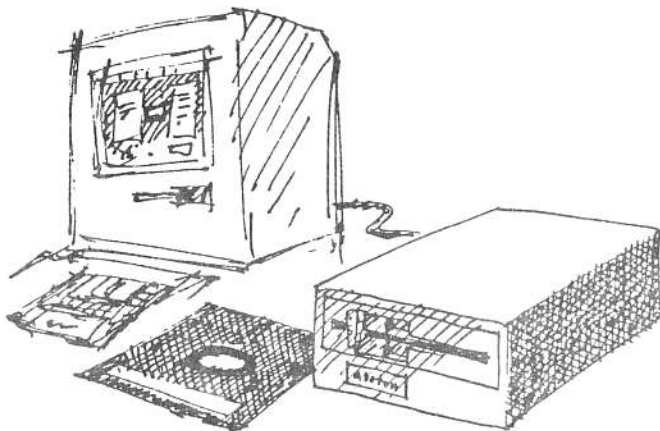
Frank Cooper

The Customer is never an interruption to your work.
The Customer Signs Your Paycheck. 1984:15

"A profession is a personal thing that man acquires. It cannot be inherited. It cannot be bequeathed. Only he who, having made the acquisition, puts to use that knowledge and skill with all his ability and complete dedication of purpose can be truly called a professional.

R.E. Onstad

Computer Corner



Tip For The Week "Printing Your Documents Quicker In Symphony" by Lei Cummings

If you are working in a DOC window and would like to print your entire letter or memo, you don't have to enter the Print Settings Source Range commands. Instead, make sure the Source setting on the Print settings sheet is blank. (Note: Source settings setup the range for your document.) If your settings sheet is not blank, select Source Cancel.

Now, just press Services and select Print Align Go. Symphony will print your entire document. This works no matter how long the document and no matter where your cursor is located within your text.

Absolute Reference, 1986

Correction On Last Issue of Computer Corner Update

To control where the page breaks in symphony spreadsheet simply insert a DASHED VERTICAL LINE followed by TWO COLONS. This is displayed below:

Note: When you type these symbols at the position you want the page to break, only two colons will appear on your document. Do not be alarmed, Symphony hides the dashed vertical symbol.

Also, remember to declare Page Breaks to YES in your Print Menu. Again, you can do this by typing F9, Print, Settings, Page, Breaks, Yes and that's it!

Newlyweds Change Name

In the event an employee of the Polynesian Cultural Center is married, it is necessary for him/her to report to the Personnel Department as soon as possible to fill out new tax forms updating his/her name and other pertinent information for the personnel records.

Your courtesy and cooperation in regard to this matter are greatly appreciated.

Pick Up Your New Tax Forms

Please be advised that 1987 Tax Forms are now available in the Personnel Office. All employees are required to complete this new form. While the law requires you to file a new form before October 1, 1987, you are urged to file early to avoid incorrect withholding. Therefore, those of you who did not pick the new form up with your last paycheck, please come to the personnel office. Mahalo!

Employee Menu

March 6 - 20

Friday, March 6

Chili Franks, Deep Fried Chicken w/gravy, potato salad, rolls, buttered mixed vegetables, drink

Saturday 7

Meatballs w/gravy, Pork & Cabbage, steamed rice, buttered corn, drink

Monday 9

Baked Meatloaf w/tomato sauce, Pizza, steamed rice, seasoned peas & carrots, drink

Tuesday 10

Sandwiches: Ham & Cheese or Tuna or Eggs, Soup & Crackers, Home-made Macaroni, salad, drink

Wednesday 11

Chop Suey, Roast Chicken, steamed rice, buttered corn, drink

Thursday 12

Roast Beef w/gravy, Chicken Stew, mashed potatoes, pistachio salad, drink

Friday 13

Beef Curry Stew, Shoyu Chicken, steamed rice, tossed salad w/dressing, drink

Saturday 14

Salisbury Steak w/gravy, stuffed franks w/cheese & bacon, steamed rice, California mixed vegetables, drink

Monday 16

Pot Roast Beef w/vegetable gravy, Baked Mahi w/tartar sauce, steamed rice, tossed salad w/dressing, drink

Tuesday, 17

Beef Tomato, Teriyaki Wings or Drumsticks, steamed rice, seasoned corn, drink

Wednesday 18

Pork Adobo, Turkey w/gravy and stuffing, steamed rice, seasoned peas and carrots, drink

Thursday 19

Chow Mein, Beef Broccoli, Fried Rice, Oriental mixed vegetables, drink

Friday 20

Laulau, Lomilomi Salmon, Chicken Long Rice, Poi, steamed rice, drink, pineapple salad