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American Institute of Certified Public Accountants (AICPA)

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Edition 95

January 5, 1999

WELCOME ABOARD!

Please join us in welcoming the following new Team members who started at the Institute between December 23, 1998 and January 5, 1999:

Michelle Gelinas: Technical Manager, Practice Monitoring (Team #023) x3061. Michelle comes to the Institute from Gelinas & Gelinas where she was a Partner.

Dwayne Johnson: Distribution Clerk, Distribution Services (Team #068) x3907. Before joining Team AICPA, Dwayne was an Assistant Manager at CPI Halal Restaurant.

Lawrence Leder: Applications Support Specialist, Information Systems (Team #065) x3322. Since November 1997, Lawrence has been a consultant for the Institute; previously, he was a Vice President of Finance for Shifa Management Systems.

Victor Maisano: Technical Manager, Practice Monitoring (Team #023) x3037. Victor was a Senior Accountant for German, Vreeland & Associates, CPA's before joining the Institute.

Susan Patereck: Administrative Secretary, General Council and Trial Board (Team #003) x6098. Susan is a recent graduate of the Katherine Gibbs School.

Brenda Phillips: Member Satisfaction Processor, Member Satisfaction (Team #080) x3102. Brenda has been temping for the Institute since May 1997; previously, she was a Junior Loan Processor at National Westminster Bank.

TRANSFERS & PROMOTIONS

The following Team members recently received transfers and/or promotions:

Carmen Encarnacion has transferred and been promoted to Administrative Secretary, Public Relations/Communications (Team #010) from Member Satisfaction Representative, Member Satisfaction (Team #080).

Joanne Lindstrom has transferred to Sr. Manager- Accreditations, Marketing & Product Management (Team #006) from Manager—Market Research, Marketing Services (Team #009).

Lydia Ruiz has transferred and been promoted to Lead Order Representative, Member Satisfaction-- Group Study (Team #025), from Member Satisfaction Representative, Member Satisfaction (Team #080).

Yvonne Steele has been promoted to Sr. Production Associate from Typesetting Operator in Examinations (Team #044).

Rishi Ujageer has been promoted to Subscription Vendor Liaison from Member Satisfaction Representative in Member Satisfaction (Team #080).

Much luck in your new assignments!

IMPORTANT VACATION AND SICK TIME DEDUCTION POLICY INFORMATION

The following is effective 1/1/99 for all regular full-time and regular part-time (with benefits) AICPA team members:

1. All regular full-time and regular part-time employees (with benefits) who have reached 8 months of service with the AICPA as of 1/1/99 will be eligible to receive a maximum of 56 paid sick hours for 1999. All new employees accrue 7 hours per month for 8 months, then are eligible to receive a maximum of 56 paid sick hours starting in January of the following year.
2. When an employee takes a full sick day or full vacation day, the actual number of hours he/she was scheduled to work on that day will be deducted from either vacation or sick time (as appropriate).

Examples:

- A regular full-time employee following a regular 35 per hour week schedule is scheduled to work 7 hours on any given work day. If this employee takes a full vacation day or is sick for a full day, this employee will have 7 hours of vacation time deducted from his/her accrual or will be charged for 7 hours of sick time (as appropriate).
- An employee following an FWA schedule who is sick or on vacation on a day he/she is scheduled to work 8.5 hours will have 8.5 hours deducted from his/her vacation accrual or will be charged 8.5 hours of sick time (as appropriate).

Conversely, if an employee takes a ½ vacation day or is out sick ½ day, he/she will be charged with ½ the actual number of hours scheduled to work on that day.

3. The smallest allowable increment of vacation time is ½ vacation day, as defined by the employee's scheduled work hours for that day.

If you have any questions about the above vacation and sick time policies, please contact your team's HR attendance recorder:

Teams

#335- #020
#021 - #038
#039 - #052
#053 - #068
#070 - #097

HR Attendance Recorder

Kim Hines x3350
Laurie Diemer x3827
Lisa Hudson x3830
Jennifer Cronin x3831
Shiane Bellamy x3355

ENSURING THE INTEGRITY OF YOUR E-MAIL

As the importance of fast and efficient external communication increases, Team AICPA members are, more and more, choosing to communicate with members, vendors, and other external customers using cc:mail. However, in order to reflect the best image the Institute can possibly project, it is important to ensure that your e-mails are of quality. One way to ensure the integrity of the content of your e-mails is to utilize the automatic spell check feature available in both cc:mail 6.0 and cc:mail 8.0. Below are directions on how to activate the automatic spell check option. If you have any questions about activating the automatic spell check option, please contact the AICPA Help Desk or your team's Technical Representative.

For cc:mail 6.0 Users

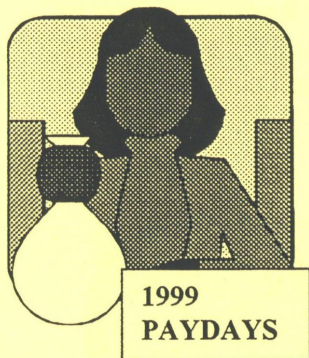
1. Go to the TOOLS menu bar
2. Select "USER SETUP"
3. Select "PREPARE"
4. Check off (put an "x" in) the box next to "AUTOMATIC SPELL CHECK"
5. Click "OK"

For cc:mail 8.0 Users

1. Go to FILE
2. Use the TOOLS menu
3. Select "USER PREFERENCES"
4. Select "PREPARE"
5. Check off (put an "x" in) the box next to "AUTOMATIC SPELL CHECK"
6. Click "OK"

WHEN DO I SIGN THE BACK OF MY TRANSITCHEK/METROCHEK VOUCHERS?

TransitChek/MetroChek recipients should only sign the back of the voucher(s) when redeeming them by mail. Otherwise, TransitChek/MetroChek recipients should not sign the back of their vouchers.



AICPA PAYDAYS IN 1999

Below you will find the schedule of AICPA paydays in 1999. As a reminder to staff: Paydays are twice a month (semi-monthly), on the 15th and last day of month. (Paydays are not the 15th and 30th). If a month has 31 days and we are working on the 31st, then the 31st is payday. The only exception to this rule is if the 15th or last day of the month falls on a weekend or Institute holiday. In these cases, paydays are the last day of work falling closest to the 15th or end of the month. Accordingly, AICPA 1999 paydays are as follows:

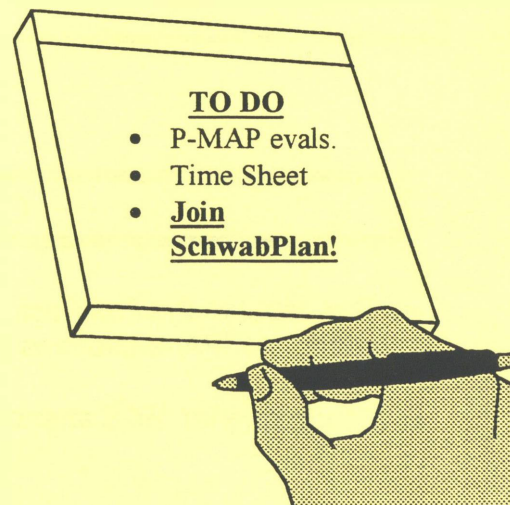
January 15	July 15
January 29	July 30
February 12	August 13
February 26	August 31
March 15	September 15
March 31	September 30
April 15	October 15
April 30	October 29
May 14	November 15
May 28	November 30
June 15	December 15
June 30	December 30

If you have any questions regarding paydays in 1999, please contact a Payroll team member.

SCHWABPLAN RECEIVES TOP HONORS

Plan Sponsor magazine recently published the results of its 1998 Defined Contribution Services Survey. Responses were received from 686 employer organizations in the corporate and public sectors. SchwabPlan, the AICPA 401(k) savings plan available to qualified employees, was distinguished by capturing "Top Rated" status in the following five of the eight survey categories:

- * Range of investment options
- * Investment performance
- * Internet services
- * Technology for plan sponsors
- * Timeliness of participating reporting



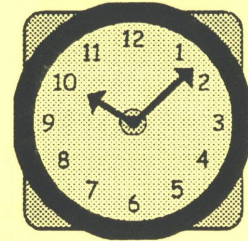
No other provider, from over 100 service providers reviewed, received the top rating in more than two of the eight survey categories. If you are a qualified AICPA employee who is not yet part of the SchwabPlan/AICPA 401(k) savings plan and would like to participate, please contact a member of the HR Team to receive the Schwab information packet.

THE FACTS ABOUT SOCIAL SECURITY AND MEDICARE

The "1999 Guide to Social Security and Medicare" booklet is now available from Human Resources. In it, you'll find detailed information on all of the benefits available to qualified individuals through Social Security and Medicare. It also includes tables that calculate how much you can expect to receive from Social Security and Medicare based on your age, disability, and/or family situation, and helpful scenarios that demonstrate how benefits are paid out through the years. You can even request a personal earnings and benefits estimate by filling out and remitting the form in the back of the booklet. Stop by the HR forms rack in the NJ office, or contact Tracey Argenzio in NY x6228, or Ela Work in DC x4260 to pick up a copy.

DECEMBER WORK REPORT REMINDER

December Monthly Work Reports are due to Financial Analysis & Budget (Team #041) **no later than Wednesday, January 6, 1999.**



1999 FLEXIBLE WORK ARRANGEMENTS SCHEDULE REMINDER

Attention all AICPA Team Members following Flexible Work Arrangements:

Those on 9/70 schedules should continue to revert to a 35-hour work week until Friday, January 22, 1999.

Those on **Compressed Work Week (CWW)** schedules need to revert back to a 35-hour work week during the week of January 18 -22, 1999.

COMING SOON FOR 1999

- The debut of the *FastFact*, "Employee Corner" –a section dedicated to classified personal ads for AICPA employees (3rd or 4th week of January).
- Fourth quarter 1998 attendance reports (3rd or 4th week of January).

STAY TUNED!