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American Institute of Certified Public Accountants (AICPA)

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**FASTFACT
HUMAN RESOURCES**

Your Weekly Resource For Team Information



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Edition 114

May 25, 1999

FLEXIBLE WORK ARRANGEMENTS REMINDER

As the Memorial Day holiday approaches, all AICPA Team members following Flexible Work Arrangements are reminded:



- ◆ Those following 9/70 schedules need to revert back to a 35-hour work week during the time period between 5/31/99 – 6/11/99.
- ◆ Those following **Compressed Work Week (CWW)** schedules need to revert back to a 35-hour work week during the week of 5/31/99 – 6/4/99.



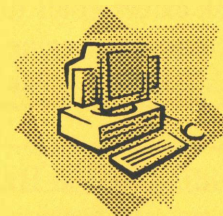
TEAM AICPA WINS "ACL USER CHALLENGE" CONTEST

ACL Software, a leading audit software used by 80,000 audit professionals in more than 100 countries, has announced that the Institute is the winner of their worldwide 2nd annual ACL User Challenge contest.

The contest entry, as submitted by the Internal Audit/Quality Assurance Team (IA/QA), represented the "best of breed" application of ACL Software in 1999. By utilizing Microsoft Visual Basic, Word, Excel and ACL Software, the IA/QA Team created an automated routine that audited various AICPA databases, formatted easy-to-read graphs/tables, and automatically wrote their audit report. Such technology will be implemented more and more by the IA/QA Team throughout 1999 as they work towards a continuous auditing model.

The award will be presented to the AICPA at the Institute of Internal Auditors (IIA) International Conference on June 23 in Montréal, Québec, Canada. Way to go Team!

**FOR CC:MAIL INQUIRIES, FIRST TURN TO
"FREQUENTLY ASKED QUESTIONS"**



Some of the most common inquiries regarding cc:Mail procedures can be found under the cc:Mail Bulletin Board heading, "Frequently Asked Questions." Current information includes how to:

- Archive cc:Mail messages (message date 3/21/99)
- Create personal rules (message date 3/25/99)
- Create personalized stationery used to send your e-mail (message date 4/7/99)
- Access your cc:Mail account via the internet when away from the office (message date 4/7/99)

If you have any questions or need further assistance, please do not hesitate to call the HELP desk at x4357.

OUR QUALITY POLICY STATEMENT IS:

"AICPA MEETING TODAY'S CHALLENGES, EXCEEDING TOMORROW'S EXPECTATIONS"



MAY/ JUNE TRAINING UPDATE

CLASS NAME	DATE	TIME
Legal Issues for Managers	5/27	9am-1pm <i>Required For All Staff That Supervises Others</i>
<p>This training session will provide each participant with a valuable and necessary overview of the laws affecting today's employers, managers and the work environment. Issues will include: an awareness of the legal limits placed on employers and supervisors as it relates to their employees; identification of what is and isn't discrimination under the law; an understanding of federal and state wage and hour laws; and an understanding of "reasonable accommodation" and when it is appropriate or required for those with disabilities.</p>		
Giving and Receiving Feedback	6/1	9am-1pm
<p>This edition is packed with valuable insights and suggestions for giving and receiving feedback. Discover how to give meaningful yet motivating criticism, as well as how to receive critical feedback in a positive and professional manner.</p>		
Giving Recognition	6/15	9am-1pm
<p>With today's flatter organizational structures, recognition (with peers, managers, and even those outside the organization) needs to be everyone's job. This unit shows participants how to acknowledge accomplishments in meaningful, appropriate ways and how to use recognition as a powerful tool for building strong working relationships and for motivating others.</p>		
WorkPower (Career Management)	6/22	9am-5pm
<p>WorkPower is designed to help individuals design their career strategies for the future. Participants learn to:</p> <ul style="list-style-type: none"> • Focus on the changing world of work • Build an accurate self-assessment • Determine a precise picture of their reputation • Link career goals to the goals of the AICPA • Increase their value to the organization while sharpening their own skills and competencies • Achieve their goals 		
Avoiding Sexual Harassment for Managers	6/14	1pm-5pm <i>Required For All Staff That Supervises Others</i>
<p>This training session will provide each participant with a valuable and necessary overview of the laws affecting governing sexual harassment in the workplace. Issues to be covered include: legal definition and scope of sexual harassment; review of recent pending sexual harassment cases; discussion of the intent of the accused versus the victim; how to avoid behavior that could be construed as sexual harassment; how to successfully resolve complaints from direct reports alleging sexual harassment; types of reported sexual harassment and potential consequences of sexual harassment for you as a manager, and for the Institute as an employer.</p>		

To register, send an e-mail to the Human Resources mailbox. Please include your four-digit employee ID #. If you have any questions, please feel free to contact Jennifer Cronin at x3831, or Evelyn Grammar at x3482.

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