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FASTFACT HUMAN RESOURCES

Your Weekly Resource For Team Information

AICPA

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Edition 115

June 1, 1999



WELCOME ABOARD!

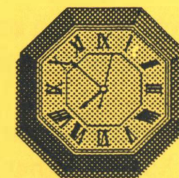
Please join us in welcoming the following new Team member who recently started at the Institute:

Dianna Kalos: Meetings Assistant, Meetings & Travel (Team #013) x3158. Dianna served an internship in Human Resources and then temped for the Institute in Library Services before joining Team AICPA.

Much success in your new assignment!

MAY WORK REPORT REMINDER

April monthly work reports are due to Financial Analysis and Budget (Team #041) no later than Thursday, June 3, 1999.



FLEXIBLE WORK ARRANGEMENTS REMINDER

For the Memorial Day holiday, 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.

SELF-DIRECTED STUDY ACCOMPLISHMENTS



Gary Freundlich, Practice Monitoring, completed the *Commitment to Quality* module in the Crisp Self-Study of Business Competencies. Only one more to go, Gary! Marie Kallio, also of Practice Monitoring, completed the *Customer Service Orientation* module. Find out how easy it is to learn at your own pace by ordering a self-directed study module today. Just choose the module you want from the 1998-1999 Staff Training Catalog - pages 3 - 5, complete the order form on page 31, and fax the form to Crisp Publishing. The material will be sent directly to you. Upon successful completion of the module you will receive a certificate of merit. Additional copies of the Staff Training Catalog can be found in Human Resources.

OUR QUALITY POLICY STATEMENT IS:

“AICPA MEETING TODAY’S CHALLENGES, EXCEEDING TOMORROW’S EXPECTATIONS”

REMINDER: 1999 VACATION AND SICK TIME DEDUCTION POLICY

The following was announced in the January 5, 1999/Edition 95 issue of *FastFact* and serves as a reminder to all staff.

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.

DID YOU MISS IT?

The chart below summarizes some of the important *FastFact* articles you may have missed during the month of May.

All back issues of *FastFact* are available on VIC—HR's Virtual Information Center on the AICPA Intranet.

A few copies of the May issues also are available from Lisa Hudson in HR.

SUBJECT	DATE APPEARED
Flexible Work Arrangements Reminder	5/25/99
Team AICPA Wins "ACL Users Challenge" Contest	5/25/99
For cc:Mail Inquiries, First Turn To "Frequently Asked Questions"	5/25/99
May/June Training Update	5/25/99
Welcome Aboard/Transfers & Promotions	5/18/99 & 5/4/99
Tuition Reimbursement Plan Update	5/18/99
Members Sought For Reward & Recognition Task Force	5/18/99
SchwabPlan Reminder	5/18/99
June Transit/MetroCheks	5/18/99
Bob Elliott Appearing on PBS	5/18/99
Self Directed Study Updates	5/18/99
Telecommuting Update	5/18/99
ISO 9001 Recertification (dates of surveillance audit)	5/13/99
Self Service For Software A Reality With "Microsoft Help On The Web"	5/13/99
The Institute Welcomes PDI To Team AICPA (includes names, phone numbers and e-mail addresses of Texas office staff)	5/4/99
P-MAP Quarterly Review And Feedback Sessions	5/4/99
New Weight Watchers Sessions	5/4/99



BE IN THE KNOW—READ *FASTFACT* EVERY WEEK!