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FastFact: Human Resources, Edition 3, October 24, 1996

American Institute of Certified Public Accountants (AICPA)

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New Faces

Please join us in welcoming some new team members:

Jennifer Ann Rand Roddy - Technical Manager @ Practice Monitoring. Before joining Team AICPA, Jennifer worked for Price Waterhouse as an Audit Manager.

Lisa E. Romero - Conference Assistant @ Meetings and Travel. Lisa joins us after a stint as a temp at the AICPA.

Resham B. Shah - Sales Support Coordinator @ Direct Sales. Resham joins us after working with team AICPA on a temporary basis.

Judith Smith - Secretary @ Taxation. Judith came to the Institute from BPA Building Services where she worked as an Office Manager/Administrative Assistant.

Susan Sly - Technical Manger @ Technical Hotline. Susan joins us from Rutgers University where she worked as a Teaching Assistant.

Elizabeth L. Walsh - National Administrator Beta Alpha Psi @ Academic & Career Development. Liz joins us from The Lester Group where she worked as Director of Information Systems.

All Kinds of Vacation Information

Remember to take Floating Holidays Before the End of the Year

Floating Holidays expire at the end of the year, so use them by December 31st or lose them.

Remember:

- < Those hired before October 1, 1996 received one floating holiday for this year.
- < Those who came in to the office on January 9, 1996 in the middle of the big blizzard received an additional floating holiday.
- < A few other Team AICPA members won a floating holiday in last year's holiday party raffle.

Vacation Accrual Limits

Any Team AICPA members who have more than two years' worth of vacation accrual should use any excess time before the end of the year, or they will lose it. When the ball drops in Times Square, any amount of time they have in excess of two years' vacation will disappear along with the old year.

1997 Holiday Schedule

Look for the new holiday schedule soon on the Human Resources cc:mail bulletin board. A printed copy is on its way.

Deciphering the Numbers on Vacation Request Forms

In administering the Flexible Work Arrangement Pilot Program, the Human Resources Team has been counting vacation time in hours, rather than in days. This is to ensure that the vacation day of someone working a compressed work week is worth no more or less time than someone working a regular schedule. For Team AICPA members who are working a regular five-day work week, each business day counts as seven hours. For Team AICPA members who are working compressed work weeks, each business day counts as the amount of time they were scheduled to have worked.

In other words, a participant in the FWA Pilot Program who was scheduled to work 8.5 hours on a day where he or she took a vacation day would have 8.5 hours deducted from vacation. However, a person who was only scheduled to work 7 hours that same day and took vacation time would only have 7 hours deducted from his or her vacation accrual. FWA participants who take vacations that include their compressed work week days off are charged no vacation time for their absence on those days, as they are not scheduled to work then anyway.

Time Off in Hours

Everyone at the Institute accrues the exact same amount of vacation time as they did before the FWA Pilot Program began. The unit of calculation is the *only* thing which has changed.

Here's how it breaks down:

A Team AICPA member who accrues 2 weeks of vacation per year accrues 5.88 hours per month.

A Team AICPA member who accrues 3 weeks of vacation per year accrues 8.75 hours per month.

A Team AICPA member who accrues 4 weeks of vacation per year accrues 11.69 hours per month.

Dividing these numbers by seven will show that 5.88 hours equals 0.84 days, 8.75 hours equals 1.25 days, and 11.69 hours equals 1.67 days — the same monthly accrual amounts as the AICPA used when it counted vacation in days.

Half Vacation Days

During the pilot program, a half a vacation day is still the smallest amount of time a person can request as time off. A half a vacation day is worth 50% of the time a Team AICPA member was scheduled to work on any given day. In other words, a person who works a standard work week who requests half a day off will have 3.5 hours deducted from his or her vacation accrual. A person working a compressed work week who requests half a day off on a day when he or she was scheduled to work 8.5 hours will have 4.25 hours deducted from his or her vacation accrual.

When a Team AICPA member requests a half a vacation day on a day when he or she is scheduled to work a time not easily divisible by two, such as 8 hours and 15 minutes, a rounding off takes place. A person scheduled to work 8 hours and 15 minutes would have 4 hours deducted from his or her vacation accrual for half a vacation day. A person scheduled to work 8 hours and 45 minutes on a day where he or she requested half a vacation day would have 4.5 hours deducted from his or her vacation time. In such instances, Team AICPA members should be sure to leave work at the appropriate time in order to cover the right number of hours.

Floating Holidays

Floating Holidays are worth seven hours each. A person may take half a floating holiday or a whole one, whether or not he or she is participating in the FWA Pilot Program. During the remainder of the pilot program, those on compressed work week schedules who take a floating holiday on a day where they are scheduled to work more than 7 hours will have the balance of the time off deducted from their vacation accrual. Thus, a person working a 9-hour day who took a floating holiday would have 2 hours deducted from his or her vacation time to cover the balance of the day.

After the FWA pilot program is over, if a decision is made to permanently implement flexible work arrangements at the AICPA, a focus group will revisit questions about how vacation hours are deducted.

A Team AICPA Note

Date: October 24, 1996

To: Team AICPA

From: Barry C. Melancon

BCM

Re: Team Staff Changes

One of the important fundamentals underlying the AICPA Values and Visions Statement is that we strive to become the premier national professional association in the United States. At the core of our professional association are the volunteer members. Without them, our profession would not achieve the wealth of diversity and growth that has allowed us to remain on the leading edge. Whether it is creating viable auditing standards, or developing information technology for the profession, the hub of our professional association are our volunteers.

To help position the AICPA to effectively tap into the expertise of these important resources, effective December 1, 1996 John Lewison will assume responsibility as Senior Administrator, Committee Resources focusing on committee operations, technology and volunteer resources -- a new position reporting to Frank Katusak, Executive Administrator to the President. John's in-depth knowledge of human resource management, coupled with his understanding of technology utilization will serve the Institute well as it moves toward creation of "virtual committees," and providing the creative utilization of the Institute's increasingly important volunteer resources.

Replacing John will be Pat Duane, who is being promoted to Director of Human Resources. She will be responsible for the Institute's staffing, training, salary administration and benefits, continuous process improvement, employee relations, and compliance. Pat will report to Chuck Peck, SVP, Marketing, Product and Organizational Development. She brings extensive experience to this position having started with the AICPA in 1978 as a staff assistant to the CPA Firms Division, and progressing through other positions until her promotion to Manager, Human Resources in 1986 -- a position she held under both Norm Nestler and John Lewison. In addition, she has devoted herself to developing her skills and knowledge through extensive participation in outside seminars, as well as her near completion of her MBA in TQM (Total Quality Management).

Finally, Richard Bruder, Retirement Plans Administrator, on the HR Team will be advancing to Internal Audit as a Quality Assurance Manager, effective November 4, 1996. The preceding moves are true to our word, in developing our staff through job rotation, as well as redeploying staff to other priorities where transferable skills are possible. While we intend to become more efficient, these moves are an example of consolidation possible through attrition and cross utilization of resources, whereby our human assets are able to appreciate in value.

I know that you join me in wishing John, Pat, and Rich much success in their new assignments.

