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5-28-1997

## FastFact: Human Resources, Edition 25, May 28, 1997

American Institute of Certified Public Accountants (AICPA)

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### **GOOD NEWS - CASUAL DAYS FOR THE SUMMER**

In recognition of Team AICPA's achievements and continuing efforts, Business Casual will be extended to five days a week, from Independence Day (July 4) through Labor Day (September 1). We request employees to exercise good judgement in their selection of casual attire. Employees who wish may continue to dress in regular business attire. Also, should a business need arise the appropriate business attire should be worn.

### **HUMAN RESOURCES NEW YORK MOVES TO HARBORSIDE**

Effective Tuesday, May 27, New York Human Resources employees relocated to Harborside. During the transition phase, New York staff should forward their weekly attendance records to Tracey Argenzio in Facilities Management. All other correspondence should be directed to Human Resources in Harborside. Gaby Ulloa's new extension is X3831. Forms and brochures previously located in New York Human Resources will now be available in the employee lounge. The number for the Training Hotline will remain as X6250. Watch for further updates in upcoming editions.

### **DIRECTIONS HELPLINE**

"How do I get to Harborside?" This is a question that is asked many times throughout the course of an average day, whether it's in Library Services, Human Resources or the Member Satisfaction Center. Human Resources would like to introduce you to a time-saving, convenient solution. It's the Human Resources Directions Helpline at extension X5549. This is an automated information line that offers callers information on how to get to our Jersey City office from: Manhattan, Newark and Hoboken via PATH train; from Manhattan via the Holland or Lincoln tunnels; from southern New Jersey or from the George Washington bridge. The auto attendant feature allows callers to return to the main menu and repeat these options. Please take a moment out of your schedule to familiarize yourself with this service.

### **HEALTH CLUBS FOR NEW YORK & WASHINGTON EMPLOYEES**

Since the inception of the new health club in Harborside FastFact received many queries as to whether we would have similar arrangements with clubs in New York and Washington. Throughout the past few weeks we have been busy visiting clubs in New York to find a suitable location and Washington staff members have made suggestions for a location in Washington. We evaluated clubs in such areas as proximity to AICPA, rate of usage, cleanliness, hygiene, staff experience, reputation of club and membership costs.

#### ***New York***

The club which rated best in Manhattan was New York Health & Racquet. The corporate rate (guaranteed on a certain number of memberships) for this club would mean a deduction of \$28 from each paycheck. Annually this is \$700 but keep in mind that Oxford reimburses up to \$200 and Aetna/US Healthcare reimburses 50% of the cost to a max of \$300. This would mean a bottom line cost of \$20 every two weeks. This is exceptional value for a club of this type. But, don't take our word for it! Go see for yourself! New York Health & Racquet have given us free

passes so employees can try out any of the clubs in their network. If you are interested please pick up a pass from the employee lounge in New York or from Human Resources in Harborside. After your workout please let us know if you would be interested in joining this club or any feedback you may have. *E-mail your responses to "FastFact" before Wednesday, June 4.*

**Washington**

Bill Stromsen and Ela Work have been coordinating our search from the Washington office. The health club of choice is the JW Marriott Health Club which is located in the Marriott Hotel on Pennsylvania Avenue. The annual cost is contingent on the number of employees who join but it will range from \$300-\$350. If you are interested in a free workout at the club, please contact Bill Stromsen at X4227. Aetna/US Healthcare offers a 50% reimbursement, to a max of \$300, on health club membership. PruCare Plus currently does not have a reimbursement plan. After your workout please let us know if you would be interested in joining this club by *e-mailing your comments to "FastFact" no later than Wednesday, June 4.*

**MEMBER SATISFACTION STUDY - SOLUTIONS DISCUSSIONS SEMINARS**

The AICPA recently conducted a survey to evaluate the level of service provided to members and to obtain a baseline measure of the Institute's overall member satisfaction. All members of staff are expected to attend a *one hour* discussion group to review the results of the survey and brainstorm on possible customer service solutions. The sessions will be held in all AICPA offices throughout the first two weeks of June. Please check below for a time relevant to you:

LOCATION	DAY	DATE	TIME	LAST NAME BEGINS WITH
Harborside Training Room C <i>(located on the second floor, on the left, through the lobby doors opposite reception)</i>	Tuesday	June 3	9:00	ABR-BRI
			10:30	BRO-COY
			12:00	CRA-DUR
			2:00	EAS-GOU
Harborside Training Room C	Thursday	June 5	9:00	GRA-JOH
			10:30	JOI-LIN
			12:00	LIP-MOK
			2:00	MON-PAG
Harborside Training Room C	Monday	June 9	9:00	PAI-RIK
			10:30	RIV-SHU
			12:00	SIL-VAZ
			2:00	VEG-ZEN
			4:00	OPEN
NY Boardroom	Wednesday	June 4	10:00	Attend either meeting
			2:00	
DC Room A	Tuesday	June 10	11:00	Attend either meeting
			2:00	