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# FastFact: Human Resources, Edition 43, November 20, 1997

American Institute of Certified Public Accountants (AICPA)

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**Edition 43** 

November 20, 1997

## GOBBLE, GOBBLE, GOBBLE!

Once again, AICPA team members have a chance to win a Thanksgiving turkey. All regular full-time and parttime employees of the Institute will be entered into the drawing. Names will be selected by a fellow team member and the Internal Audit Team will monitor the drawing. Lucky winners will receive a net payment of \$25.00 to buy themselves the juiciest Thanksgiving turkey they can find! The drawing will be held on Monday, November 24 and the winners will be notified Monday afternoon and announced in an upcoming issue of FastFact shortly thereafter.

Happy Thanksgiving and good luck!

### SOME PAYROLL NOTES...

#### Reminder:

Due to the Thanksgiving Holidays, payday will be Wednesday, November 26, 1997. Due to the Holidays in December, payday will be Wednesday, December 24, 1997.

#### ALSO ....

All Team AICPA staff members who will be out of the office the week of December 27 and want their paycheck before they leave need to <u>deliver a request to HR no later than December 3</u>.

## HOLIDAY PARTY NEWS

Invitations to the 1997 Holiday party for the NJ and NY Offices were distributed today. Please remember to fill in the RSVP coupon, tear off and deposit in the Holiday Party Drop Off Box. In NJ, the box is located in the cafeteria; in NY, the box is located in the Employee Lounge.

The DC Holiday party will be held on Tuesday evening, December 16, from 6:00 pm to 9:00 pm at the National Press Club.

## FLEXTIME TIME REQUEST FORMS

The AICPA flextime request form is no longer required to be forwarded to HR. Managers and employees are responsible for scheduling and properly documenting work hours.

## **OPEN ENROLLMENT**

The Institute's annual Open Enrollment for Insurance Programs is underway. During Open Enrollment, employees have the opportunity to change their group insurance coverage with an effective date of change of January 1, 1998. *The deadline for submission of enrollment forms is* <u>December 5, 1997.</u>

Employees may change their medical coverage from US Healthcare to Oxford (to PruCare in the Washington, DC office) or vice versa. You may switch from Oxford Option I to Oxford Option II, add eligible dependents to your coverage, or even apply for coverage at this time, including dental coverage through CIGNA. You can also enroll for Medical and Dependent Flexible Spending Accounts for calendar year 1998.

After review of the 1997 AICPA health claims experience and the analysis of the anticipated cost increase for 1998, US Healthcare and CIGNA Dental have increased their rates. The increases, effective January 1, 1998, are reflected on the back page.

## **Bi-Weekly Employee Contributions** by Salary Level 1/1/98 - 12/31/98

Catagories	Monthly Premium Paid by AICPA	<\$30,000	<b>\$</b> 30,000 - <b>\$</b> 49,999	\$50,000 +
OXFORD I				
EE Only	249.40	23.70	31.18	38.66
EE + Spouse	476.11	51.97	66.05	81.07
EE + Child/ren	450.19	55.62	70.55	86.54
EE + Family ·	741.48	92.98	116.64	142.59
OXFORD II				
EE Only	177.65	16.88	22.21	27.54
EE + Spouse	356.44	40.79	51.71	63.41
EE + Child/ren	316.73	35.48	45.16	55.44
EE + Family	553.40	67.13	84.21	102.93
US HEALTHCARE				
EE Only	205.00	19.48	25.63	31.78
EE + Spouse	413.70	45.98	58.32	71.53
EE + Child/ren	366.60	40.08	51.04	62.68
EE + Family	604.40	70.95	89.12	108.99
CIGNA Dental				
EE Only	38.44	2.31	3.08	3.85
EE + Spouse	71.36	5.13	6.61	8.09
EE + Child/ren	80.78	5.94	7.62	9.30
EE + Family	114.24	8.81	11.21	13.61
PRUCARE PLUS -DC				
EE Only	249.40	23.70	31.18	38.66
EE + Spouse	476.11	51.97	66.05	81.07
EE + Child/ren	450.19	55.62	70.55	86.54
EE + Family	741.48	92.98	116.64	142.59