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American Institute of Certified Public
Accountants (AICPA) Historical Collection

2-10-1998

FastFact: Human Resources, Edition 50, February 10, 1998

American Institute of Certified Public Accountants (AICPA)

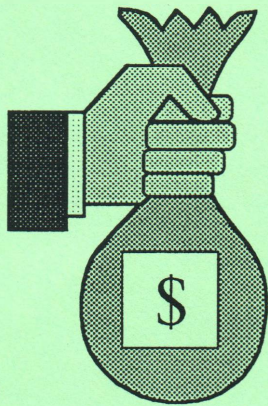
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FWA SCHEDULE ALERT

As President's Day approaches, employees on FWA work schedules need to take note of the following: Employees on a **Compressed Work Week** schedule have to revert back to a 35 hour work week during the week of February 16th. Employees on a **9/70** schedule have to revert back to a 35 hour work week for the weeks of February 9th and February 16th. All employees can go back to their FWA schedule the week of February 23rd.



SUCCESSFUL REFERRALS = CASH 4U

What's the most valuable source of qualified job applicants for the Institute? The answer is: You! And to show you just how valuable your referrals are to us, we've made them profitable for you. If your referral leads to a successful hire, you'll receive a \$1,000 bonus for each non-exempt, and \$2,000 for each exempt referral, payable six months after the referral's hire date. Human Resources will accept the resumes of your friends and professional colleagues whether or not a suitable position is currently open, and all resumes will be held for future reference. If you know a candidate you would like to bring to our attention, send in that person's resume to Laurie Diemer or Susan D'Angelo in Human Resources. And don't forget to put your name and phone extension at the bottom of the resume so we know that you're the referral. For details on candidate eligibility and payment guidelines for the Employee Referral Program, check the AICPA employee handbook.

ROUTING REMINDER

We're encouraged by the number of Team members who have voiced their opinions about Work & Life here at the AICPA by participating in the Work & Family Life Issue Survey. And for those of you still planning to send one in, please keep in mind it should be sent via interoffice mail to Rosalynd Rambert in Marketing Research (not Human Resources) no later than February 13, 1998.

SENDING E-MAIL TO HUMAN RESOURCES? READ THIS FIRST

E-mail is just one of the many ways to get in touch with the Human Resources Team, however, it has come to our attention that some Team AICPA members have been sending their Human Resources E-mail to the wrong address. **DO NOT** send your Human Resources E-mails to "#Human Resources." If you do, your E-mail will be posted on the Human Resources electronic bulletin board (which is not confidential). If you would like to register for a training class, you need to send an E-mail to the "Human Resources" E-mail address (no # in front). If necessary, please re-send your training request to the right address so the training coordinator receives the request in a timely manner. If you would like to send a confidential E-mail about a Human Resources issue, please address your E-mail to the appropriate individual on the Human Resources Team.

OUR ISO 9000 VISION STATEMENT IS:

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

VIC PICK OF THE WEEK

This week's VIC PICK is **Compensation**. Here at Team AICPA, we've established a formal policy that makes explicit the pay-related values of the Institute and sets an overall standard for pay practices against which results can be measured. In "Compensation," you'll find the key compensation elements, a description of how the compensation program is administered, and the details of management's responsibilities in the administration of the program. You'll also find AICPA's "Compensation Values & Guidelines" where you can reference how pay for performance is structured, what the salary ranges are, how the Market Band functions, and how compensation defines promotions, transfers and salary adjustments in relation to one's salary grade. Coming soon, "Compensation" will also have answers to your most Frequently Asked Questions. Click on VIC's "Compensation" today.

QUICK CLICK ON VIC

To get to VIC-- **First:** From the Network Applications menu on your PC, click on the "New Applications" window (looks like a rainbow). **Next:** Open the "AICPA Intranet" window. **Then:** Open the "IWARE Start" window and click on "OK." **Next:** Open the "Netscape" window. **Now:** You're in the "Team AICPA Intranet" main menu. From it, select "Human Resources Information"—and you're there! If you encounter any problems accessing the Intranet, call the PC Helpline at x 4357.



SEND IN YOUR FASTFACT IDEAS

If you have an idea for an article, a timely announcement that affects all Team AICPA members, or a question for Human Resources, write us at the Fastfact E-mail address. Fastfact will be published every Tuesday, and the deadline for information is the Friday before. We'll try to publish what we can as soon as we can. So if you have time-sensitive information that needs to be announced in a particular week's issue, please get that information in as soon as possible. We look forward to your input.