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## FastFact: Human Resources, Edition 51, February 17, 1998

American Institute of Certified Public Accountants (AICPA)

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**WELCOME ABOARD**

Please join us in welcoming the following new team members who started on 2/9/98:

**Eric Baker:** Member Satisfaction Representative (Team #480): Before joining Team AICPA, Eric was a Customer Service Representative for Survivor Technologies Inc.

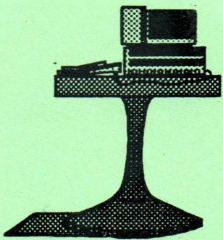
**Jodi Mutnansky:** National Coordinator, Beta Alpha Psi (Team #494). Jodi comes to us from Chancellor Media Inc., Q104.3 Classic Rock Radio Station where she was an Executive Assistant.

**Gloria Rivera:** Purchasing Coordinator (Team #464). Gloria had been an Accounting Agent at Metropolitan Life Insurance, then temped for Team AICPA before joining us full-time.

Much success in your new assignments!

**SISKEL & EBERT VOTE: "TWO THUMBS WAY UP!"**

The reviews are in! Blockbuster Video can't even keep it on the shelves--technically, that's because they don't have any copies. It's an exclusive video for AICPA Team Members only. The perfect agenda item for your next team meeting. The must-see hit of the season. None other than Barry's opening remarks from the November 17, 1997 AICPA Leadership Conference—where he discusses his vision for the future of the Accounting Profession and Team AICPA. If you haven't seen it yet, contact Dylan Clear in NJ at x3493, Tracey Argenzio in NY at x6228, or Ela Work in DC at x4260 to borrow a copy. See it today!



**VIC STAND ALONE NOW AVAILABLE**

Can't get to VIC from your PC? Human Resources has set up a stand alone PC in the Harborside office specifically for employees who cannot access VIC from his or her own PC. The office with the VIC PC is located on the 3<sup>rd</sup> floor, on the East side of the building in the small corridor behind the computer training room. Signs will be posted along the hallway to guide you. The office will be open during normal business hours and there's no need to set up an appointment. Stop by to click on VIC today.

**VIC PICK OF THE WEEK**

This week's VIC PICK is **HR Forms**. To enroll for certain benefits, go forward with performance management, or even evaluate an external training course, Human Resources asks that you complete the appropriate form. The good news is, these forms are available electronically through VIC. And once you've downloaded an HR Form to your PC, you can fill out the form right on your computer--in other words, you don't have to fill them out by hand, but can type in the information and save an electronic copy for your personal files. Here's how it works: Once you find the form you need, click on the choice. You'll be prompted to download the file ("save as")--we recommend you save the file in your c-drive or on a disk in you're a-drive. Once downloaded, close out of VIC and open WordPerfect (it's very important to do this before opening the file as all HR Forms are composed in WordPerfect). Once in WordPerfect, open the saved HR Forms file. Now you can either print out the blank copy or begin filling out the form electronically. Current HR Forms choices include: Performance Management forms, System to Accept Responsibility (STAR) forms, request for Flexible Work Arrangement form, Family Medical Leave form, request for Promotion/Transfer form, and External Training Evaluation form. Other forms are planned for future posting. Click on VIC's HR Forms today!

## **YOUR HELP IS NEEDED FOR TAKE OUR DAUGHTERS TO WORK DAY**

Attention all Team Members: Volunteers are needed to help organize this year's Team AICPA Take Our Daughters to Work Day. This year's Day will be held on April 23<sup>rd</sup>, 1998. Volunteers are needed from all three offices to help plan events. Interested participants should contact Human Resources by 2/27/98. In the NJ & NY offices, contact Beth Ryan by E-mail or at x3362; and in the DC office contact Ela Work by E-mail or at x4260.

## **TAX SAVINGS POSSIBLE FOR LONG TERM DISABILITY (LTD) BENEFIT**

AICPA Team members are currently covered under the Institute's Long Term Disability (LTD) plan which is paid for in full by the Institute. The plan provides a monthly LTD benefit of 60% of salary to a maximum of \$20,000 per month in the event you become disabled and unable to work. Under IRS rules, since the LTD benefit is paid for by the Institute (the employer) it is considered taxable income to the employee. However, if you elect to contribute toward the premium, a percentage of that annual benefit becomes tax-free. How much of the LTD benefit you would receive tax free depends on your salary. The Institute is required to pay the LTD premium on the first \$20,000 of annual earnings for every employee. However, you may elect to pay the LTD premium on the portion of your salary that is in excess of \$20,000.

The portion of the LTD benefit that would be provided tax free is the sum of your annual salary minus \$20,000, divided by your annual salary to determine the percentage of the benefit that would be considered non-taxable income.

For example:

{A}	{B}	{C}	{D}	{E}
Annual Salary	In excess of First \$20,000 in Earnings	Percentage of LTD Provided Non-Tax (B divided by A)	Annual LTD Benefit 60% of Gross Salary	Annual Benefit Non-tax (CxD)
\$30,000	\$10,000	33%	\$18,000	\$5,940
50,000	\$30,000	60%	\$30,000	\$18,000
75,000	\$55,000	73%	\$45,000	\$32,850
100,000	\$80,000	80%	\$60,000	\$48,000
160,000	\$140,000	87.5%	\$96,000	\$84,000

To calculate the taxable portion of the LTD benefit, subtract {E} from {D}.

If you are interested in authorizing LTD premium deductions, send an E-mail to Carol Fagan or Karen Mullin in Payroll. Upon request, they can tell you what your bi-weekly deduction would be before it is activated. If you have any questions regarding your LTD benefit, contact Chris Miller of the Human Resources Team.

**OUR VISION STATEMENT IS:**

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