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APPLICATIONS FOR TELECOMMUTING PILOT PROGRAM NOW BEING ACCEPTED

The Flexible Work Arrangements Task Team is seeking volunteers to assist them in testing the viability of implementing telecommuting at the AICPA. It is anticipated that the Telecommuting Pilot Program will run for about six months. Twenty (20) participants will be chosen for the Pilot Program.

Telecommuting is an alternative work arrangement that allows employees to work out of a home-based office one or more days per week. The AICPA is exploring telecommuting to achieve the benefits that other companies have derived--improved employee effectiveness, recruitment & retention, employee morale & loyalty, and reduced absenteeism. The purpose of this pilot program is to evaluate the effectiveness of the program and to determine the possibility of rolling it out to a larger number of telecommuters.

You can access all of the information about the Telecommuting Pilot Program through the Human Resources Virtual Information Center (VIC) located on the AICPA Intranet. There you will find the AICPA Pilot Telecommuting Policy and material that will help you and your immediate supervisor evaluate whether you and your position are good candidates for the Telecommuting Pilot Program. You must also reside in NY, NJ, CT or DC (sorry, Maryland and Virginia residents cannot participate because of income tax and sales tax issues); have your accountabilities and objectives up-to-date (P-MAP); and be technologically adept. (Refer to the Pilot Telecommuting Policy for full details.)

If you would like to apply, please include your name, job title, team number, and team leader's name, along with the following:

- an explanation of why you are applying and why you would make a good candidate
- a completed Position Selection Guidelines Form
- a completed Employee Selection Guidelines Form
- a signed Telecommuting Agreement
- the OSHA check list.

Your immediate supervisor must sign the Position Selection Guidelines Form and the Employee Selection Guidelines Form; your immediate supervisor and the appropriate Director, Vice President, or Senior Vice President must sign the Telecommuting Agreement. Send the completed information to **Shiane Bellamy in Human Resources by May 22**. Attendance at the AICPA's telecommuting orientation will be required.

Members of the Flexible Work Arrangements Task Team:

Hadassah Baum x6019
Pat Duane x3349

Irene Kassimis x3888
Gerald Padwe x4226

Philip Rossman x3799
Christine Stout x3351

Tarron Weir x3308
Ela Work x4260

NEW ADMINISTRATOR OF FLEXIBLE SPENDING ACCOUNT BENEFIT ANNOUNCED

Recently, the Prudential Service Bureau Inc--the company that administers the Institute's Flexible Spending Account benefit--was acquired by Sykes HealthPlan Services, Inc. The change in company will not effect the Institute's Flexible Spending Account policy. In addition, Sykes HealthPlan Services has assured us that there will be "minimal disruptions during the transition" on the turnaround time for submitted claims. Employees can continue to use the same Prudential claim forms until the new ones arrive (stay tuned to *Fastfact* for an update on the forms). Meanwhile, the same customer service phone number will continue to be used for account fulfillment. That phone number is: 800-678-6684.

THEME PARK COUPONS NOW AVAILABLE FROM HR

Employee discount coupons to many of your favorite theme parks are now available from Human Resources. Theme parks include: Six Flags Great Adventure, Dorney Park & Wildwater Kingdom, Caesars Pocono Resorts, and a discount card valid at any of the Anheuser-Busch theme parks which include: Sea World, Busch Gardens, Adventure Island, Sesame Place and Water Country USA. In addition, coupons have been ordered for Hershey Park and Rye Playland. Coupons are first-come, first-serve while our supplies last. To get your coupons, stop by the Human Resources "freebies" table on the 3rd floor of the Harborside Office, or see Tracey Argenzio in NY or Ela Work in DC.

30-, 60-, and 90-DAY EVALUATION FORMS NOW AVAILABLE ON VIC ...

...HR's Virtual Information Center on the AICPA's Intranet. The forms are available in WORD 6.0 format, and can either be downloaded or printed. Managers will continue to receive evaluation reminders via e-mail. The forms can be submitted in one of two ways:

- Fill out the form electronically in WORD 6.0, then attach the document in an e-mail addressed to Shiane Bellamy of Human Resources
- Print out the blank form in WORD 6.0, fill it in by hand, then submit the completed form in a confidential envelope to Shiane Bellamy of Human Resources.

For instructions on how to find VIC on the AICPA's Intranet, as well as how to download forms, please read the article below. And coming soon to VIC: P-MAP forms in WORD 6.0—stay tuned to *Fastfact* for more details.

HOW TO DOWNLOAD FORMS ON VIC

Many of the HR forms you need to complete are available electronically through VIC—HR's Virtual Information Center on the AICPA's Intranet. Once you've downloaded an HR form to your PC, you can fill out the form on your computer—in other words, you don't have to fill the form 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 on the c-drive or on a diskette. Once downloaded, close out of VIC and open Word or WordPerfect (it's very important to do this before opening the file as all HR forms are composed in Word or WordPerfect). Once in Word or WordPerfect, open the saved HR forms file. Now you can either print out the blank copy or begin filling out the form electronically.

And getting to VIC on the intranet is simple:

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.

OUR QUALITY POLICY STATEMENT IS:

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