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9-22-1998

FastFact: Human Resources, Edition 80, September 16, 1998

American Institute of Certified Public Accountants (AICPA)

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**IMPORTANT NEW INFORMATION FROM
THE PAYROLL AND HUMAN RESOURCES TEAMS**

New Team Numbering System To Take Effect

Effective October 1, 1998, in conjunction with the new Payroll and Human Resources integrated systems, and the new 24 pay cycle, the Institute will use Team numbers beginning with the number "0" instead of beginning with the number "4". These new Team numbers will be consistent with the team identification used in the accounting and purchasing systems.

For example: Team 404 will become Team 004; Team 452 will become Team 052; Team 479 will become Team 079, and so forth. It is important to note that the new Team numbers will continue to be a *three digit code* (i.e. Team 448 will be known as "Team 048," not "Team 48"). Team numbers beginning with a "3," which are used to identify the Public Oversight Board (#335) and the Independence Standards Board (#340), will remain the same.

Team members should use the new Team number when addressing interoffice mail, coding bills, etc., and for any other documents and procedures requiring a Team number. Team members will notice this new Team numbering system on their first paycheck distributed under the new 24 pay period system, on October 15th. In the future, all pre-printed documents, including the AICPA phone directory, will reflect this change. If you have any questions about the new Team numbering system, please contact Karen Mullin at x3399 or Carol Fagan at x3401.

Employee Names In Payroll/HR Systems Will Mirror Social Security Cards

Effective October 1, 1998, Human Resources and Payroll will share an integrated database of employee information. Accordingly, for both Human Resources and Payroll purposes, all employee names in the integrated database will be as they appear on an employee's Social Security card.

The Social Security Administration, which processes the W2 Annual Wage and Tax Statements, requires that the name on the W2 match exactly to the Social Security card. If the name on the W2 and the name listed at the Social Security Administration does not match, your annual earnings and taxes cannot be properly credited.

With the HR/Payroll system integration, names in the Human Resources' system will be adjusted to match the Social Security card. Payroll asks that you review the name on your future paychecks/stubs. If at any time you find discrepancies, please contact the Payroll team immediately. If a correction is required, Payroll asks that you submit a copy of your Social Security card reflecting the proper name. Names cannot be changed in the database without a verification check against your Social Security card. If you have any questions about this topic contact Karen Mullin at x3399 or Carol Fagan at x3401.



OOPS!

In last week's issue of *FastFact* Robert F. Dicorcia's new title was stated incorrectly. His correct new title is Senior Manager--Production-Professional Publications & Publishing Technology. We apologize for any confusion the error may have caused.

COMPENSATION REMINDER: Transition to a Common Merit Date



By now all full or quarterly performance reviews should have been conducted for the common review period of July/August.

As part of our transition to a common review date and common merit date, all employees below the director level hired prior to July 1, 1998 are eligible for a merit increase if performance warrants effective October 1, 1998.

Merit increases effective on October 1, 1998 will be awarded on a **pro-rated** basis. Prorating takes into consideration the date of your last increase and uses the time between this date and October 1, along with performance for this time period, to determine an increase for the first year.

With the exception of employees whose **anniversary** performance review date was October 1998, the remainder of the staff, eligible for an increase, will be affected by the prorating method. Following are the three scenarios:

- Employees scheduled for a performance review between November 1997 and July 1998 will be eligible to receive a merit increase on their anniversary date. Then, if performance warrants, receive an accelerated pro-rated increase in October 1998 at a rate to allow for their shorter review cycle.

Example: Employees who would receive a 4% increase 12/1/98, will receive a 3.3% increase effective 10/1/98 to account for a 10-month period. This is calculated as follows: $10/12 \times 4\% = 3.3\%$. On October 1, 1999 the employee will be eligible for a full annual merit increase.

- Employees scheduled for a performance review in August and September of 1998 will be eligible to receive an extended pro-rated increase in October which will take into consideration their extended review cycle.

Example: Employees who would receive a 4% increase 8/1/98, receive a 4.7% increase effective 10/1/98 to account for a 14-month period. This is calculated as follows: $14/12 \times 4\% = 4.7\%$. On October 1, 1999 the employee will be eligible for a annual merit increase.

- Employees scheduled for a performance review in October 1998 will be eligible to receive an annual increase effective 10/1/98.

During the week of September 28, Human Resources will be sending memos to Vice Presidents for distribution to their staff. Employees will be notified of their merit increase prior to receiving their paycheck on October 15, 1998.



CORRECTION TO 1999 HOLIDAY CALENDAR

By now we hope you have received the revised, corrected memo outlining the 1999 AICPA Holiday schedule. To note: the corrected information is—The Institute offices will close at 3:00pm on Thursday, December **24**, Christmas Eve. All other information on the memo is correct. If you have not received a copy of the 1999 AICPA Holiday schedule, it is available on VIC under “General Information.”

OUR QUALITY POLICY STATEMENT IS

“AICPA MEETING TODAY’S CHALLENGES, EXCEEDING TOMORROW’S EXPECTATION”

SEMI MONTHLY PAYROLL REMINDERS



The next paycheck, the last under the bi-weekly schedule, will be for period ending September 30, 1998. All employees will be paid for eight days on Wednesday, September 30th (direct deposits and checks). This is the third (3rd) pay for the month of September. Usually, in the three pay months, there is one pay with no deduction for medical and dental, parking, fitness center, and flex life benefits (these are the deductions already based on only 24 payments). Due to the conversion, we have chosen to have no deduction for these four (4) benefits from the September 30th paycheck. The only deductions that may be required are for new hires or adjustments due to changes in coverage to the four benefits listed above.

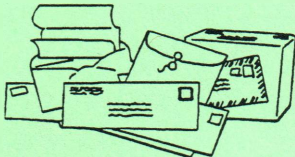
Effective October 1, the payroll cycle will be changed to semi-monthly. Payday will be on the 15th and the last day of every month. For the balance of 1998, there will still be six paychecks between October 1st and December 31st. For those employees participating in the second and third deposit options for a specific dollar deduction to a checking or savings account, you may wish to consider making an adjustment to the amount deducted by submitting the appropriate form.

Similarly, any employee with additional withholding taxes may wish to make an adjustment for the balance of this year. Changes can be accepted for Federal, State or Local taxes. (You should also begin to review your needs for next year. A reminder will be sent in early December 1998, and any changes for 1999 can be submitted in December.)

For changes to the second and third deposit options and your taxes to be effective for the October 15th payroll, you must submit your request to the Payroll team no later than Friday, October 2nd. Forms for changing your deductions or taxes are available as follows:

1. NJ Office: Payroll
2. NY Office: Employee Lounge
3. DC Office: Office Manager

If you have any questions about paychecks or deductions, contact Karen Mullin at x3399 or Carol Fagan at x3401.



**DISTRIBUTION SERVICES ANNOUNCES
NEW RATES FOR AIRBORNE EXPRESS**

The Distribution Services team has successfully negotiated a significant rate reduction with Airborne Express. As a result, Airborne is now the most cost-effective carrier for overnight delivery service for shipments weighing up to 15 pounds. For shipments weighing 16 pounds or more DHL Worldwide remains the most cost effective carrier.

Please note: In the June 23rd/Edition 68 issue of *FastFact* we announced that DHL provided more competitive rates and should be the carrier of choice for overnight priority packages weighing 5lbs or less. These new Airborne rates constitute a change in procedure—Airborne should now become the carrier of choice for all Teams needing to ship overnight packages weighing 15lbs or less.

A sample comparison of the new Airborne rates vs. DHL on shipments at or less than 15lbs follows:

WEIGHT	AIRBORNE	DHL	WEIGHT	AIRBORNE	DHL
Letter (8oz)	\$5.25	\$6.53	4 lb.	\$7.88	\$9.25
1 lb.	\$5.78	\$6.53	5 lb.	\$8.93	\$10.88
2 lb	\$5.78	\$6.53	10 lb.	\$15.30	\$16.33
3 lb.	\$6.83	\$7.62	15 lb.	\$20.79	\$21.54

So when a shipment weighing 15lbs or less must arrive the next day, the carrier to use is AIRBORNE EXPRESS.

TEAM AICPA--QUALITY SERVICE: WHATEVER IT TAKES!
Special Emphasis This Year: The State Societies



For the third consecutive year, the AICPA will be participating with more than 1500 companies and associations worldwide in International Customer Service Week (ICSW), October 5-9, 1998. This year, the week's celebration will have a special emphasis on service to the State Societies!

During the past year, the Institute has made a lot of progress in improving its member/customer satisfaction. The Member Satisfaction Help Desk, manned by Walling Almonte, was established to provide assistance to AICPA staff who are unsure of how to answer or where to find the answer to member inquiries. By calling the Member Satisfaction HELP Desk (x4357, Option 1), staff members should be able to get the support they need to help the member. We also instituted the "must answer" lines in all the Institute's teams. These have proved to be increasingly effective as demonstrated in the results of our "mystery shopping" tallies.

In other words, we have a lot to be proud of and believe we are moving forward in the right direction. Help us celebrate ICSW, October 5-9, and remember: *Quality service for the State Societies and members is a year round job.*

More information on the week's activities will be announced in next week's *FastFact*.

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