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American Institute of Certified Public Accountants (AICPA)

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MORE INFORMATION REGARDING THE 3rd 1998 ATTENDANCE REPORTS

The 3rd 1998 year-to-date attendance reports (1/01/98 – 10/2/98) were distributed to team leaders for distribution to their staff on October 14, 1998. If you have not yet received your report, please contact your team leader. What follows is a Q&A to answer your most frequently asked questions about the attendance reports:

Q: What attendance information can team members expect to receive from team leaders?

A: Each team member will receive from team leaders:

- **Year-At-A-Glance** calendar, which provides a snapshot of your attendance record for the time period 1/1/98 through 10/2/98 and updated accrual information through 10/2/98.
- **Employee Details Report**, which provides detailed absence deductions in hours for the time period 1/1/98 through 10/2/98. This report shows hourly deductions in accordance with Compressed Work Week (CWW) schedules (if applicable) based on HR's current files. If there is a discrepancy, employees should send their current FWA agreement to HR.

Both reports were generated from attendance records submitted to HR prior to 10/2/98. In addition, both reports use in place of an employee's middle initial an "E" reflecting exempt status or an "N" reflecting non-exempt status.

Q: What do the "W" s on the Year-At-A-Glance calendar mean?

A: A "W" in a Saturday box indicates HR **has received** that week's attendance records. An empty Saturday box indicates HR **has not received** that week's attendance records. *If you are missing attendance records (reflected by no "W" in a Saturday box) then please submit your attendance record(s) to HR immediately.*

Q: If I have discrepancies with the attendance information in my attendance report, how do I address?

A: First, please contact your team leader about the discrepancy. If you and your team leader are in agreement that there is a discrepancy, then contact your HR Attendance Recorder (see list below) about the discrepancy.

If the error was a clerical one, that is, the time card or time sheet reflects what you indicated as the correct attendance information, then HR will automatically change its records.

However, if the time card or time sheet does not reflect what you indicated as the correct attendance information, HR will contact you about getting your manager's approval to change the time card or time sheet. Please note: HR and Payroll cannot change time cards or time sheets until we have your manager's approval to do so.

Your Team's HR attendance recorder is:

<u>Team #'s</u>	<u>HR Team member</u>
#335 - #020	Kim Hines x3350
#021 - #038	Laurie Diemer x3827
#039 - #052	Lisa Hudson x3830
#053 - #068	Jennifer Cronin x3831
#070 - #097	Shiane Bellamy x3355

GET READY FOR TAT—THE TECHNICAL ADVISORY TEAM

“TAT” stands for Technology Advisory Team, which is a cross-functional team whose objectives include:

- Improve the use of the Intranet as a means of communication for Team AICPA.
- Collect information about end-user needs, evaluate options and make recommendations to meet those needs.
- Work with MIS to develop rollout timetables, training plans, and sunset rules.
- Stimulate new ideas in the use of technology at AICPA.
- Develop a team of users to test new technologies as needed.
- Develop Tech Reps as PC and software training facilitators.

The TAT mission states:

Pro-actively assist Team AICPA in the efficient use of technology to enable us to provide premier member service. Identify and communicate the technological needs of Team AICPA end users to senior management and facilitate the introduction of tools to meet those needs. Promote the sharing of information and development of skills as they relate to the use of current and future technology.

Some of their recent accomplishments:

1. **The Tech Rep initiative.** As noted in last week's issue of *FastFact* (#83), the Tech Reps are now off and running thanks to the help of MIS and Evelyn Grammar. Feedback from Tech Reps will assist TAT in the decision making process to recommend technologies for implementation. Tech Reps will be instrumental in communicating, training, and implementing these new technologies. In addition, Tech Reps are encouraged to become certified in a Microsoft Office application(s) of their choosing. The AICPA will sponsor a staff person to take the certification exam.
2. **Sunsetting.** Recently, TAT members identified the sunseting of WordPerfect as an issue for Tech Reps to address. The TAT members and Tech Reps are helping to address some of the challenges Team AICPA may face during the migration to Word. TAT, Tech Reps, and MIS put together an outline of the sunset plan to prepare staff for the year-end changeover to Word. More on the plan will be forthcoming.

If you have questions or suggestions, please contact any TAT member:

Anselmo Alamilla	x3356	Tom Lemmon	x6122
Walling Almonte	x3262	Michele Lombardo	x6039 (TAT's Team Leader)
Samantha Bowerman	x3159	David Ray	x3379
Gregory Johnson	x6227	Irene Taylor	x3305
Frimette Kass	x3339	Chris Wight	x4225

OUR QUALITY POLICY STATEMENT IS

“AICPA MEETING TODAY'S CHALLENGES, EXCEEDING TOMORROW'S EXPECTATIONS”

DC PC LOTTERY WINNERS ANNOUNCED

Following are the winners in the 1998 AICPA DC PC Lottery:

Beverly Butler
Jim Clark
Lynn Drake
Carol Ferguson
Wendy Frederick
Mary Foelster
Tom Higginbotham
Mark Hyman
Wes James
Peter Kravitz
Crystal Murphy
Lysa Phillips

Erin Ravelette
Joy Rothwell
Jessica Sacco
Annette Schumacher Barr
Judy Smith
Kelley Stevens
Carlotta Stewart
Bill Stromsem
Shirley Twillman
Judy Weixel
Cris Wight
Ela Work



STATE SOCIETY AWARENESS WEEK AND INTERNATIONAL CUSTOMER SERVICE WEEK WINNERS ANNOUNCED

Thanks go out to everyone who participated in the State Society Awareness week trivia contest. Following is the list of winners drawn from correct trivia entries:

Grand prize winner (a pair of round-trip airline tickets): Diego Ledesma

2nd prize winners (an "AICPA & State Societies—Serving the Profession Together" denim shirt):

Joan Anderson
Dean Beddow
Phyllis Bernstein
Marsha Bonner
Cheryl Bradford
Jean Castagna
Jessica Cedar
Nancy Cohen
Barbara Considine
Jennifer Cronin
Theresa Dillon
Lynn Drake
Mary Faivush
Nick Fiore
James Forester
Mary Foelster
Juanita Frasier

Desiree Galashaw
Andrew Gioseffi
Tina Girardi
Evelyn Grammar
Janis Grossman
Wendy Hall
Pauline Harris
Jim Hayden
Marc Hyman
Stanley John
Cindy Kane
Jen Kurylka
Everett Mays
Beverly McIntosh
Pat Meyer
Tracey Monaghan
Charles Offerman

Mahedy Ortiz
Helen O'Shea
Antonio Pacheco
Jean Pipitone
Diana Rivera
Ed Rose
Annette Schumacher Barr
Ben Shubov
Carlotta Stewart
Ralph Terranova
John Torrillo
Shirley Twillman
Dorothy Vanella
Teresa Williams
Donna Wolf
Anne Zablotowicz

Following are the prize winners for International Customer Service Week:

Movie Passes:

Wanda Amparo
Bill Borgeson
Jim Cook
Martin Gonsky
Jean Pipitone
Stephanie Reynolds

Transit Passes:

Tamara Bond
Marsha Bonner
Linda Dunbar
Rose Glover
Richard Koreto
Wendy Jones

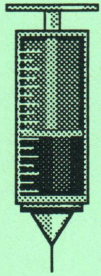
Irene Lackner
Beverly McIntosh
Kathleen Phillips
Ray Powierski
Mary Schantz
Neil Selden
Desiree Weiss

Congratulations to all!



SIGN UP NOW FOR FLU SHOTS IN OCTOBER

Following is the schedule of free flu shots for all eligible AICPA employees:

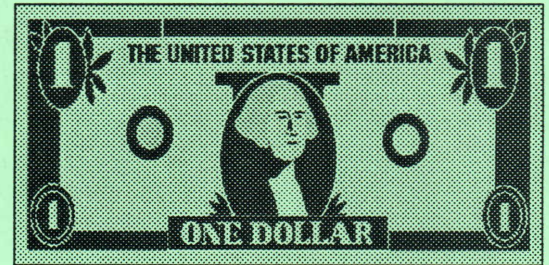


OFFICE	DATE	TIME	PLACE
DC	10/27	3:00pm-4:00pm	Conf. Room C
New Jersey	10/29	9:00am – 12 noon	Room 3
New York	10/30	10:00am – 12 noon	Room D

Please note: If you are an eligible Team AICPA employee **in the NJ or NY office** who would like to receive a free flu shot, **please reserve a time slot to do so.** Time slots are available on the quarter hour of every hour we are holding flu shots (Examples: 11:00am, 11:15am, 11:30am, 11:45am, etc.). To reserve your time slot, please **send an e-mail to Kim Hines in Human Resources.** Each time slot can accommodate up to five employees. Please call Kim at x3550 with any questions.

SCWHAB SEMINARS NOW IN PROGRESS

Don't forget that Schwab seminars to help you with financial planning are taking place from 10/19 – 11/11/98 in all three AICPA offices. For more information on where, when and a description of what will be presented in each seminar, please refer to *FastFact* issues #81 and #83 (electronic copies available on VIC and hard copies are available in Human Resources). And, if you plan on attending, please RSVP to Kim Hines in the NJ & NY offices or to Ela Work in the DC office—space is still available!



REMINDER: DAYLIGHT SAVINGS TIME IS COMING TO AN END
 Don't forget to "fall back" on the night of Saturday, 10/24, and turn your clocks back one hour starting at 2:00am. Enjoy the extra hour of sleep!