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American Institute of Certified Public Accountants (AICPA)

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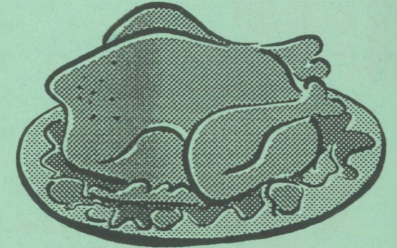


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GOBBLE! GOBBLE! GOBBLE!

We are pleased to announce that we will be holding the AICPA Turkey Shoot drawing once again this year. All AICPA regular full-time and regular part-time employee's names will be entered into the drawing. A fellow Team member will randomly select names with the Internal Audit Team monitoring the drawing. Lucky winners will receive a net payment



of \$25.00 included in the November 30, 1998 paycheck that can be used towards the cost of your Thanksgiving Holiday. The drawing will be held on Friday, November 20, and winners will be notified later that afternoon and announced in an upcoming issue of *FastFact*.

Happy Thanksgiving and good luck!

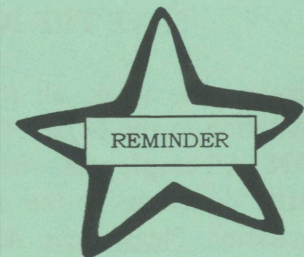
**FWA SCHEDULE
REMINDER**

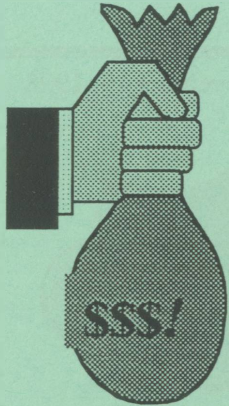


As Thanksgiving approaches, employees on FWA work schedules should be aware of the following: employees on a **Compressed Work Week** schedule have to revert back to a 35-hour work week during the week ending November 28, 1998. Employees on a **9/70** schedule have to revert back to a 35-hour work week for the weeks ending November 21 and November 28, 1998. All employees may return to their FWA schedules during the week ending December 5, 1998.

S.T.A.R. REMINDER

By now we hope that all Team Leaders have conducted informational sessions with their staff regarding the policies and procedures of the S.T.A.R. for Job Performance program. If you require additional S.T.A.R. brochures for your discussion, please contact Lisa Hudson, x3830 in Human Resources.





CALL A FRIEND—HE OR SHE MAY BE YOUR NEXT BONUS!

Referral incentives just got even better! From now until December 31, 1998, we'll be instituting special incentives to get you to refer applicants to the AICPA for full-time positions. During this time period, if the Institute hires a full-time applicant that you refer:

1. You will receive a bonus of **\$3,000 for exempt** or **\$2,000 for non-exempt** employees—**\$1,000 more** than the normal referral bonus.
2. **There is no waiting period** to receive the bonus; the bonus is payable with your first paycheck after the new employee's start date—normally employees wait six months after the referral's hire date.

For detailed information on the open positions at the Institute, please refer to the Employment section of VIC—AICPA's Virtual Information Center on the Intranet. When sending in a referral for consideration, please include the applicant's resume, and don't forget to include your name with the resume. Please send all resumes to Juliet Williams or Laurie Diemer in Human Resources.

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.



SAVE THE DATE! SAVE THE DATE! SAVE THE DATE! SAVE THE DATE!

Later in the week, all regular full-time and regular part-time AICPA employees will be receiving their invitation to the NJ & NY Offices 1998 Holiday Party. **The date of the party is Monday, December 21, 1998. All employees will need to RSVP no later than December 1, 1998.** Full details about the time of the party, directions to the party, how to RSVP, and what's in store for the festivities can be found in the invitation. Please note: All new employees who start at the Institute between today and December 21, 1998 are invited to the party. These employees can call Donna Wolf (x6103) or Lisa Hudson (x3830) to receive an invitation. In addition, any regular full-time and regular part-time employees who do not receive an invitation this week should also contact Donna or Lisa.

LOOKING FORWARD TO SEEING YOU THERE!



BENEFITS ALERT BENEFITS ALERT BENEFITS ALERT BENEFITS ALERT

OPEN ENROLLMENT will take place from November 30th - December 11th

During the weeks leading up to open enrollment, *FastFact* will focus on a particular benefit at the Institute and provide in-depth information on how the benefit works.

This week, the *FastFact* benefit of the week is **TransitChek/MetroChek**.

With the enactment of a new federal tax law, the TransitChek/MetroChek program has gotten even better. Now the AICPA is introducing this valuable benefit effective January 1, 1999. Employees can set aside up to \$65 a month (\$780 a year) of their salaries before taxes to purchase TransitCheks/ MetroCheks. Since the amount an employee sets aside is on a pre-tax basis, it is exempt from federal, and some state and local taxes. All AICPA employees regularly scheduled to work not less than 21 hours per week are eligible to receive the benefit. "Employees" do not include employees who are classified as "Examination Graders" or classified as "temporary" under the AICPA employment policies.

TransitChek vouchers are accepted at all New York City subway token booths, at all times, for the purchase of subway and bus tokens or MetroCards. The vouchers are accepted at all commuter railroad station ticket windows and through their ticket-by-mail programs, including NJ Transit, MTA Long Island Rail Road, MTA Metro-North Railroad, Staten Island Rapid Transit and the Connecticut Commuter Rail/Shore Line East. TransitChek vouchers can be used to purchase PATH QuickCards at designated newsstands in the World Trade Center, the Hudson News Newsstand at Journal Square and at the concourse level of the 33rd Street, Manhattan PATH Station. They are also accepted at the NY Waterway Ferry Service. MetroChek is the Washington, DC version of this program and the benefits are identical.

The actual TransitCheks/MetroCheks will be available to participating employees on December 28, 1998. Details of the TransitChek/MetroCheks distribution will come in December. Deductions from participating employee's paychecks will begin on December 31, 1998 for the full monthly amount selected. Subsequent payroll deductions will be at the per-pay rate listed below and remain consistent throughout the calendar year. The TransitChek/MetroChek benefit can only be terminated or changed, (at times other than Open Enrollment) if one or more of the following qualifying events occur:

- ◆ Termination of employment
- ◆ Reduction of hours
- ◆ Death
- ◆ Change of residence
- ◆ Divorce or legal separation
- ◆ Disability

Please enroll me in the AICPA TransitChek/MetroChek program effective January 1, 1999. I wish to purchase TransitChek/MetroChek, on a pre-tax basis, in the following monthly denomination (check one):

_____ \$45.00 (or) _____ \$65.00
(\$22.50 per pay) (\$32.50 per pay)

I understand that any required contributions for the TransitChek/MetroChek program that I select will be deducted from my salary on a before-tax basis. I further understand that this will cause my W-2 earnings, as reported for Social Security and income tax purposes, to be reduced by the amount of said contributions.

Name Team # Date

Signature

Please return this form to Shiane Bellamy in Human Resources no later than December 15, 1998.

