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## FastFact: Human Resources, Edition 93, December 22, 1998

American Institute of Certified Public Accountants (AICPA)

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Edition 93

December 22, 1998

**WELCOME ABOARD!**

Please join us in welcoming the following new Team members who started at the Institute between December 9, 1998 and December 22, 1998:

**William Chapman:** Member Satisfaction Representative, Member Satisfaction (Team #080) x3120. William comes to the Institute from Home Green Advantage, where he worked in Design & Sales.

**Francine Oro:** Professional Development Account Manager, Direct Sales, (Team #050) x6264. Francine was self-employed as a Business Consultant for several small businesses before joining Team AICPA.

**TRANSFERS & PROMOTIONS**

The following Team members recently received transfers and/or promotions:

**Lillian Ceynowa** has been promoted to Senior Technical Manager, Professional Ethics (Team #040) from Technical Manager.

**Gary Freundlich** has been promoted to Senior Technical Manager, Practice Monitoring, (Team #023) from Technical Manager.

**Lisa E. Romero** has been promoted to Meeting Planner, Meetings and Travel (Team #013) from Conference Coordinator.

**Much luck in your new assignments!**

**NEW TRAINING CLASS POLICY**

Going forward, please include your Employee ID # when you register for training classes. To register for a training class, please send an e-mail to the "Human Resources" e-mail box (not the "#Human Resources" e-mail box).

**FLEXIBLE WORK ARRANGEMENTS SCHEDULE REMINDER**

Attention all AICPA Team Members following Flexible Work Arrangements:

Those on 9/70 schedules need to revert back to a 35-hour work week during the entire time period from Monday, December 14, 1998 through Friday, January 22, 1999.

Those on **Compressed Work Week (CWW)** schedules need to revert back to a 35-hour work week during the time periods:

- December 21 - 25, 1998
- December 28 - January 1, 1999
- January 18 -22, 1999



## IMPORTANT INFORMATION REGARDING 401(k) LOAN REPAYMENT

We wanted to take a moment to remind employees about the procedure for repaying a 401(k) loan. An employee must send his or her 401(k)-repayment check to Kim Hines in Human Resource. HR will then forward the check to Schwab for processing and instruct Payroll to discontinue payroll deductions for that specific loan. Please do not send your repayment check directly to Schwab.

If an employee sends his/her loan repayment check directly to Schwab, he/she effectively takes HR out of the information loop. When this occurs, Payroll continues to make the loan deductions. This causes administrative difficulties, as the plan doesn't allow for post-tax contributions.

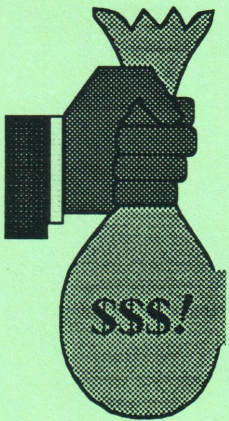
If you have any questions regarding 401(k)-loan repayment, please contact Chris Miller at x3354.

### HURRY! THERE'S JUST A FEW DAYS LEFT TO TAKE ADVANTAGE OF THE ENHANCED REFERRAL BONUS!

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 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 HR.



### UPDATE: PC DELIVERY OPTIONS FOR LOTTERY WINNERS

There are two delivery options for those NY & NJ employees who were winners in the December 1998 PC Lottery:

1. Pickup: MIS reps will be stationed at the first floor printing services area from 4:00pm to 6:00pm, on Tuesday 12/22 and Wednesday 12/23. Those choosing to pick up PCs will have his/her PC's waiting there. Winners must remove their PC from the building immediately--no PCs will be allowed back into the AICPA workspace.
2. Shipped to a home address: Winners also may choose to have their PC shipped home. The fee to do so is \$30.00. Winners who choose to have the PC shipped home need to provide to MIS complete mailing information, including a telephone number.

Please contact the MIS Team to discuss your options.

### HOLIDAY SCHEDULE REMINDER

All three AICPA Offices will be closed on Friday, December 25 for the Christmas Holiday and on Friday, January 1, 1999 for New Year's Day. In addition, all three AICPA offices will be closing at 3:00pm on Thursday, December 24 and Thursday, December 31. Please note: An employee who chooses to take Thursday, December 24 or Thursday, December 31 as a vacation day or floating holiday will be charged for a full day's absence (7 hours).

