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American Institute of Certified Public Accountants (AICPA)

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December 6, 1993

**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

		Anniversary
Charles Rhuda	Examinations	19th
Debra Weingarten	<i>Tax Adviser</i>	14th
Mack Curtis	Distribution Services	12th
Adrian Rivera	Library Services	8th
Andrea Adler	Meetings & Travel	7th
Edith Yaffe	Internal Audit	5th

**Please
Welcome**

Donna J. Letters - Office Administration Coordinator - Office Administration. Donna joins us from Manufacturers Commercial Credit Corp. where she worked as an Administrative Assistant.

Edison Park Fast

A limited supply of discount coupons are available for the Edison Park Fast and are valid until February 15, 1994. The Edison Park Fast offers indoor parking just two blocks from the Exchange Place PATH station at 101 Hudson Street (entrance is on York Street). The garage is fully attended and open from 6:00 a.m. - 12:00 p.m. Discounts include \$10.00 off the monthly parking fee of \$155.00 and \$1.00 off the daily parking rate of \$8.50. If interested, please see Jennifer Kurylka in Human Resources.

DC LAN

Beginning on December 8th, the third and final phase of the AICPA'S **Installation** local area network(s) will be put into place. The D.C. office will have a file server installed. This will allow all three locations to be connected electronically forming a WAN (Wide Area Network). The WAN enables users in all three locations to share resources (printers, databases, e-mail, cd-rom services). Expected completion date is January 7, 1994. Until this project is completed, E-Mail to D.C. staff can be sent via CC-Mail to Addressee: DC and the "subject" should indicate the person to whom you want to direct your E-Mail. The LAN and E-Mail will be accessed via PC-Anywhere three times a day - 7:30 a.m., noon and 3:30 p.m. and will be distributed to the designated user.

Additionally, the NY library's cd-rom service will soon be available via the WAN, and a cd-rom server (cd-rom drive containing multiple cd's) will be installed on the D.C. network. This will also be accessible to all LAN users.

If you have any questions, please call the PC Support Line at extension 7272.

TRAINING

If you are interesting in attending the Congressional Insights session call Gaby Ulloa on extension 6180 as soon as possible and follow-up with a Training Request form. The session is scheduled for Wednesday, December 8th from 9:00am - 1:00pm in Room D of the New York office.

OVERTIME AND MAKE-UP TIME

Entries on your time cards indicate there is some confusion pertaining to Non-Exempt overtime and make-up time policies.

Like every major organization, the Institute is governed by federal and state laws in conducting its business practices and both overtime and make-up time policies are governed by the federal Fair Labor Standards Act (FLSA). We offer the following guidelines to assist you when observing and administering these policies.

OVERTIME

AICPA Policy - Under normal circumstances, everyone is expected to accomplish his or her work within regularly scheduled office hours. However, when operating requirements or other needs cannot be met during regular work hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Incidental overtime (hours worked after thirty-five [35] and through forty [40]) may be approved by the head of your cost center. Overtime in excess of five [5] hours in one week requires the Division Director's approval.

To comply with the law overtime compensation is paid to non-exempt employees at the regular rate of salary up to forty [40] hours per week and at one and one-half times regular salary for hours worked in excess of forty [40] hours per week. Overtime hours worked in each workweek must be separately calculated and paid for; that is, hours worked in separate weeks may not be averaged or offset against each other in the calculation of overtime pay. Exempt staff members do not receive overtime pay.

MAKE-UP TIME

AICPA Policy - The Institute allows make-up time only as it relates to medical and dental appointments. Employees are expected to schedule their medical and dental appointments outside the regular work hours. In recognizing that this is not always possible, when the absence (from the office) amounts to less than 3 1/2 hours the employee may make-up the lost time. If the employee does not make-up the lost time and the absence is 3 1/2 hours or less he/she can charge the absence to half of a floating holiday or vacation day. Otherwise the absence will be docked. Any such absence lasting more than 3 1/2 hours is considered sick time and charged accordingly. Make-up hours should be arranged with supervisor's approval.

The law stipulates that non-exempt employees must make-up time within the same workweek.

In summary, in accordance with the FLSA, an employer must pay non-exempt staff wages for all hours worked, regardless of what time an employee begins work. Time cards should reflect these hours and any requisite approvals. Under no circumstances can overtime hours be banked or stored to offset early departures occurring at a later date. Similarly, make-up time cannot be rolled forward into future workweeks and must be made up within the same workweek.

We ask all employees to follow these guidelines to ensure that time records are properly documented.