



AUA

American University of Armenia



Human Resources:
What do I need to know?

AUA New Faculty Orientation Session

Arina Bekchyan
HR Director, AUA
Yerevan, January 16, 2024

What Documents We Need for Contract Processing



Passport (photo and address registration pages) or



ID card (both pages)



Social Card



Most recent CV



Diploma(s) – (for profession code as required by the RA law)



Photo – for AUA ID Cards

What to do if the transfer is made to a foreign bank account?

The following info is needed:

- *Beneficiary bank*
- *Beneficiary bank account number (IBAN)*
- *Beneficiary address*
- *Bank swift code*
- *Currency*



What to do if I am a non-RA citizen?

- We will assist in getting a **social card** and **opening a bank account** (*NOTE: due to new online registration and residency proof requirements by the RA law, this process may take 3-4 weeks*)
- *in all cases*, will give a statement on income tax at the end of contract for tax declaration and for avoiding double taxation

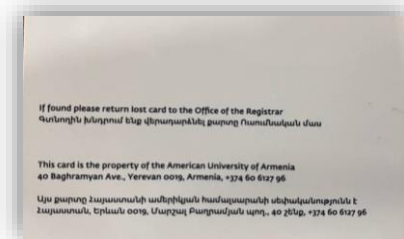


How to get an ID Card?

Please send your electronic photo
to Recruitment and Contract
Coordinator

Sona Sargsyan

sona.sargsyan@aua.am



Additional Holidays

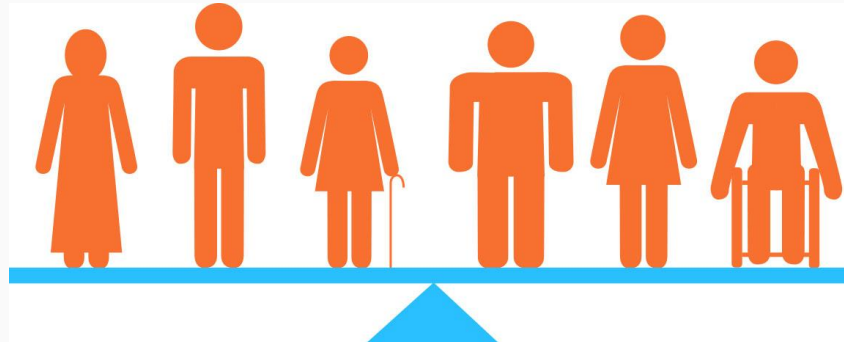
In addition to the official RA holidays, there are 8 additional paid holidays per year:

- **January 3, 4, and 5**
- **Easter Memorial Day (following Monday)**
- **American Independence Day (July 4)**
- **Thanksgiving Holidays (2 days: fourth Thursday and Friday in November)**
- **Christmas Day (December 25)**



HR-Specific Policies: Equal Opportunity and Non-discrimination in Employment

No person employed by or seeking employment with the University shall be discriminated against because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.



HR-Specific Policies: Safety at Workplace and Employees' Responsibility

- The AUA strives to create a safe working environment in order to eliminate or reduce conditions, which may result in personal injury or property loss to staff, faculty, students and visitors
- Employees are expected to exercise care and precaution not to expose themselves to safety hazards while performing their duties at the AUA



HR-Specific Policies: Leaves

- ❑ **Vacation, Business Trip** — all leaves during the semester need to be documented via **1C Document Flow system**

- ❑ **Vacation, Business Trip requests are also processed with the 1C Document Flow system**



How the salary will be paid?

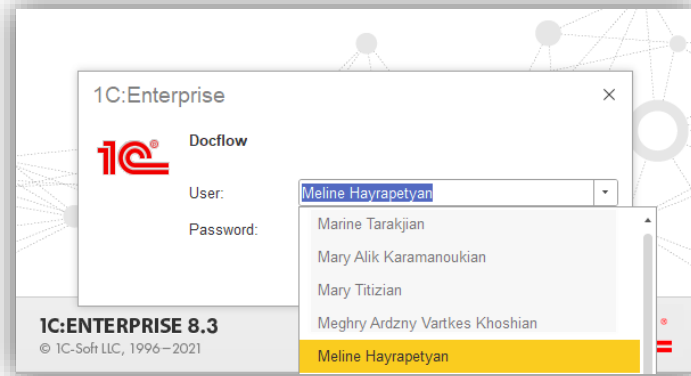
Contracts for Spring 2024

From January 17 to May 31, 2024

- ✓ Salary are paid on monthly basis – **January pro-rated salary will be paid in the 1st week of February via bank transfer**
- ✓ **For online teaching from abroad** – *payment in one or two installments (bank transfer fee is covered by the employee)*
- ✓ May salary will be paid upon the end of the contracts
- ✓ For RA taxes/fees, please visit <https://policies.aua.am/policy/167>

How to enter 1C system? Two ways

- Open the link <http://10.1.0.28/docflow>
- Choose your name from the user list
- Write your password (if you enter the system for the first time, there is no password set)
- Instruction for setting up/changing the password - <https://aua.am/wp-content/uploads/2012/02/How-to-create-password.pdf>
- Press “Ok”



MyAUA Intranet

My AUA

JA

American University
of Armenia

What are you looking for?

11:53

My EmploymentHR CornerMy StudiesMy Student LifeEducation & ResearchSupport & ServicesOrganization & PoliciesHistory of the University

EMERGENCY

CALL: +(374)60612727, +(374)60612729

HEALTH CLINIC

ROOM: #601M (Main Building)
TEL: +37460612995
E-MAIL: healthclinic@aua.am

ANNOUNCEMENTS

Join Talk on Fortune 500 Strategy Planning

Dear AUA Students, Faculty, and Staff,

We are excited to invite you to the engaging seminar titled "Fortune 500 Strategy Planning: Insights and Lessons Learned from the Frontlines". This event will feature Jack Topdjian, a healthcare venture partner with SmartGateVC and the founder of Health Equity Angels.

During the seminar, we will explore the following key topics:

Articulating and Quantifying Objectives: Learn how successful corporations define and measure their objectives, including making choices, trade-offs, and establishing

ACTIVITIES / DEADLINES / HOLIDAYS

Introduction to Moodle

12 June 2023 - 14 June 2023

Classes Begin

14 June 2023

Regalia Return (Cap, Gown, Hood)

13 June 2023 - 14 June 2023

Introduction to Moodle

13 June 2023 - 15 June 2023

Introduction to Moodle

CALENDARS

All calendars

Academics

Admissions

HR

Library

QIRA

Student Affairs

University Holidays

University Events

Financia

Registrar's Office

UPCOMING EVENTS

AUA Commencement Week

June 8-10, 2023

0

GALLERY

AUA Hosts Memorial Event in Memory of Edward Avedisian

AUA Celebrates 31st Commencement Ceremony

Visit to Tsitsernakaberd

AUA NEWSROOM

NEWS & EVENTS FROM

SOCIAL NETWORKS

AUA

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Home PageMy EmploymentHR CornerMy StudiesMy Student LifeEducation & ResearchSupport & ServicesOrganization & PoliciesHistory of the University

Visit to Tsitsernakaberd

SOCIAL NETWORKS

Facebook

Forum

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LIBRARY NEWS

New arrivals

Library Catalog

SUBMIT A REQUEST

Communications

Event Organization

Library

Copy Center

Facilities

Parking

Courier

ICTS

Purchasing

FIND COLLEAGUES

Search People

Name	Job Title
Adelaida Baghdasaryan	Assistant Professor, Program Chair, D
Adelina Khachatryan	Instructor
Adena Alahverdian	Research Assista
Agassya Manoukian	Associate Profes
Aghavni Harutyunyan	Adjunct Lecturer
Aharon Levonyan	Adjunct Lecturer
Aida Avanesian	Adjunct Lecturer
Aida Gloyan	Senior Research

HR CORNER

Check Latest Updates

QUICK LINKS

Introduction to AUA Intranet

MyAUA Mobile App

Guidelines for Request Submission

AUA Insiders

Colleges

Jenzaber SONIS

Moodle

Research Centers

Open Education Courses

Give to AUA

Ethics and Grievance Committee

Whistleblower: Responsible and

TIME IN ARMENIA AND USA

Wednesday, 14 June 2023

Armenia

YEREVAN WEATHER

24°C

overcast clouds

Wednesday 26°C 17°C

Thursday 30°C 16°C

Friday 28°C 15°C

Saturday 31°C 17°C

Sunday 31°C 16°C

Monday 31°C 18°C

Tuesday 32°C 19°C

HR Corner

WELCOME NEW FACULTY/STAFF



Stepan Sargsyan has joined the Communications team as a Media Lab Operations Manager.



Lori Ishilian has joined the Communications team as a Senior Communications Specialist/Editorial.



WISH SUCCESS IN NEW CAREERS



Ariss Kouyoumjian, Construction Project Manager/AUA Facilities and Services



Nonna Kupelyants, Circulation Desk Assistant, AGBU Papazian Library



NEW EMPLOYEE ONBOARDING

- [Welcome Manual](#)

POLICY COMPLIANCE QUIZZES



[Click to take a quiz](#)



RESOURCES FOR DEVELOPMENT

- [Staff Training Resources Library](#)
- International Mobility
 - [Procedure](#)

Professional Development Grant

Staff

Calls open:
April 1-30
September 1-30
December 1-January 31

- [Procedure](#)
- [Submit application for Staff Professional Development Grant](#)
- [Submit Conference Presentation Grant Application](#)
- [Submit report for Staff Professional Development Grant](#)

Faculty

Application deadlines: February 1, May 1, September 1 and December 1

- [Faculty Professional Development Grant Procedure](#)
- [Submit application for Faculty Professional Development Grant](#)
- [Submit report for Faculty Professional Development Grant](#)



STAFF BENEFITS

- Health insurance coverage [+](#)
- Health insurance booklets [+](#)
- How many paid personal days do I have per year? [+](#)
- Does AUA have extra holidays? [+](#)
- Can I receive tuition remission? [+](#)
- Can I audit graduate courses? [+](#)
- What discounts can I get on OE courses? [+](#)



STAFF EXCELLENCE AWARDS

- [Upcoming call](#)
- [Selection procedure](#)
- [Submit nomination form](#)
 - [English](#) | [Armenian](#)
- [Previous award recipients](#)



LEGAL DOCUMENTS AND GUIDES

- [Recruitment Manual](#)
- [RA Labor Code \(eng | arm\)](#)

EMPLOYEE CODE OF CONDUCT

- [Faculty](#)
- [Admin Staff](#)
- [Business Attire Guidelines](#)



UPCOMING TRAININGS

[Staff Workshop: "Stress Less, Live More: Techniques for Overcoming Stress and Improving Wellbeing"](#)

23 June 2023

[Staff Workshop: "Stress Less, Live More: Techniques for Overcoming Stress and Improving Wellbeing"](#)

30 June 2023

UPCOMING ACTIVITIES

To be announced shortly!



EMPLOYMENT OPPORTUNITIES

- [Academic Jobs](#)
- [Administrative Jobs](#)
- [Teaching Assistants and Associates](#)



CONTACT HR

Phones: 060612529; 060612507

Location: Main Building, 4th Floor, rooms: #402, 406

E-mail: HR@aua.am

OPERATIONS AND DOCUMENTATION FLOW



1e AUA DOCFLOW / Meline Hayrapetyan / Document management 8 CORP, edition 2.0 (1C:Enterprise)

Quick menu Documents and files Business processes Reference information Process management Setup and administration Settings

Program settings
Support and maintenance
Users
Application notifications
Enterprise structure
Files
Create
Tools
Learn more

Home page

Current duties

Tasks to me: 4

4	4
Not accepted	Overdue

My documents: 30

2	0	0
Overdue	Unanswered	Expiring

Calendar
No events any time soon

Edited by me
No files being edited

Business processes form

More actions

Performance evaluation for non-managerial positions	Business trip	New position opening form
Performance evaluation for managerial positions	Vacation	Training
Position evaluation	Overtime work	Bonus approval
Faculty evaluation	My pay slip	My business trip report

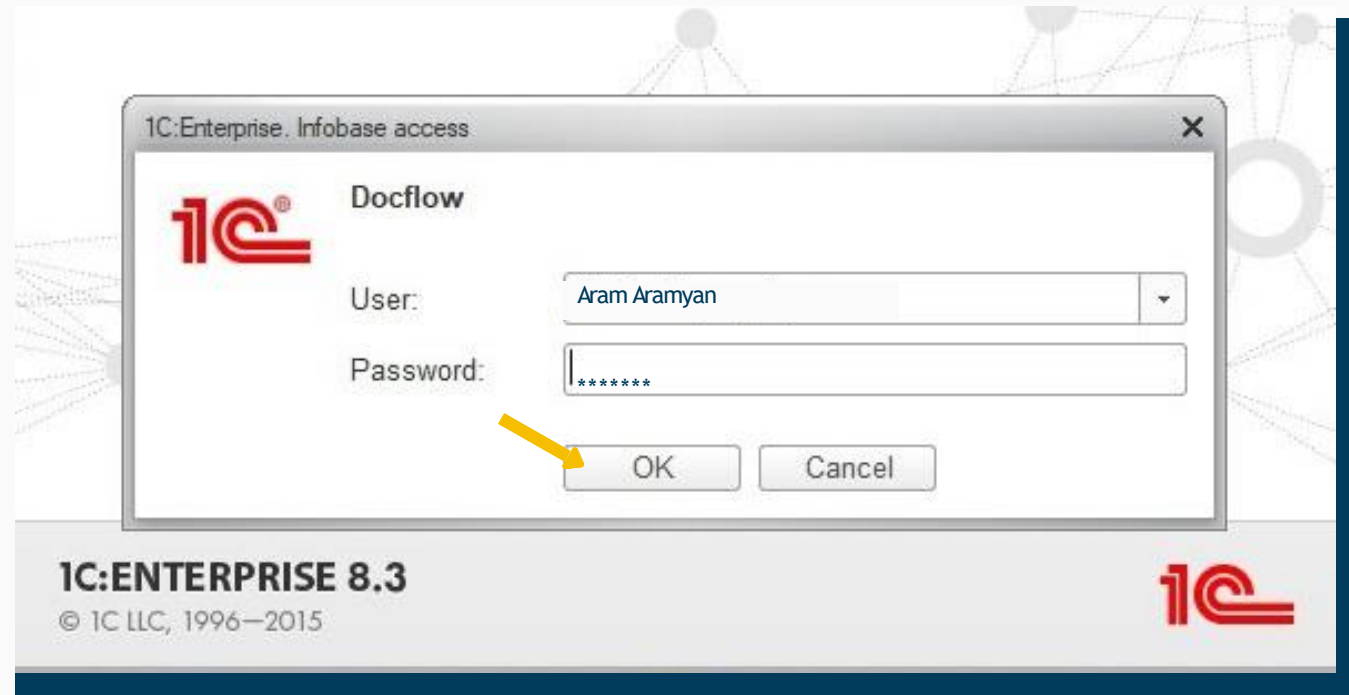
Home page Tasks to me (New: 4 / Overdue: 4 / Total: 4) x

1. Open the link via Intranet-<http://10.1.0.28/docflow>

2. Choose your name from the user list

3. Write your password

4. Press "OK"



AUA.DOCFLOW / Document management © CORP, edition 2.0 (1C:Enterprise)

Start page

Tasks to me (New: 3 / Overdue: 1 / Total: 3)

Refresh Accept task Subtasks Generate Reports More ?

Task	Date	Forward	Author
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Business processes form

More

Performance evaluation for non-managerial positions Business trip New position opening form

Performance evaluation for managerial positions Vacation Training

Position evaluation Overtime work Bonus approval

Faculty evaluation My Pay Slips My business trips report

My Pay Slips

Start page

5. Press on "My Pay Slips"

AUA DOCFLOW / Document management 8 CORP, edition 2.0 (1C:Enterprise)

My Pay Slips

Period: 01.08.2022 30.09.2022 Detail by department: ☒ in USD: ☐ Create

Employee:
Period: 01.08.2022 - 30.09.2022

Month	Net amount	Income tax	Pension tax	Stamp fee	Other deductions	Gross amount	Payment Components Salary	Department / Program
August 2022	228,366	65,921	14,126	5,500		313,913	313,913	
September 2022	277,600	79,800	17,100	5,500		380,000	380,000	
Total	505,966	145,721	31,226	11,000		693,913	693,913	

The net amount of your monthly salary!

You can see taxes and other fees deducted from your gross salary here!

Start page My Pay Slips

10.10.28/docflow/en_US/

/ Document management 8 CORP, edition 2.0 (1C:Enterprise)

files Business processes Reference information Process management Setup and administration

My Pay Slips

Period: 01.09.2022 31.10.2022 Detail by department: ☒ in USD: ☐ Create

Employee:

Period: 01.09.2022 - 31.10.2022

Month	Net amount	Income tax	Pension tax	Stamp fee	Other deductions	Gross amount	Payment Components	Department / Program
September 2022	242,493	69,903	14,979	5,500		332,875	Salary 332,875	
September 2022	35,107	9,897	2,121			47,125	47,125	
October 2022	277,600	79,800	17,100	5,500		380,000	380,000	
Total	555,200	159,600	34,200	11,000		760,000	760,000	

For web users:

Please use the **"Save"** button if you want to keep a record for personal use in whichever format you like.

Save

File name: New.MXL

Type: Spreadsheet document (*.mxl)

- Spreadsheet document (*.mxl)
- HTML document (*.htm)
- PDF document (*.pdf)
- PDF/A-1 document (*.pdf)
- PDF/A-2 document (*.pdf)
- PDF/A-3 document (*.pdf)
- Excel sheet (*.xls)
- Excel 2007-... sheet (*.xlsx)
- ODF spreadsheet (*.ods)
- Word 2007-... document (*.docx)
- HTML5 document (*.htm)

If You Need Help from the HR Office

Please contact:

Arina Bekchyan, HR Director: abekchya@aua.am

Diana Zakaryan, Senior HR Specialist: dzakaryan@aua.am

Meline Hayrapetyan, HR Specialist: mhayrapetyan@aua.am

Sona Sargsyan, Recruitment and Contract Coordinator: sona.sargsyan@aua.am

Thank You!