

# **AUA New Faculty Orientation Session**

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HR Director, AUA**

**Yerevan, January 15, 2018**

# Employee Benefits

*In addition to state-provided benefits according to the RA Labor Law (paid vacation, partially paid sick-leave days)*

- ❖ Health insurance
- ❖ Tuition remission policy
- ❖ Opportunity to audit graduate course
- ❖ Tuition discounts on Extension courses

<http://policies.aua.am/policy/44>

# Additional Holidays

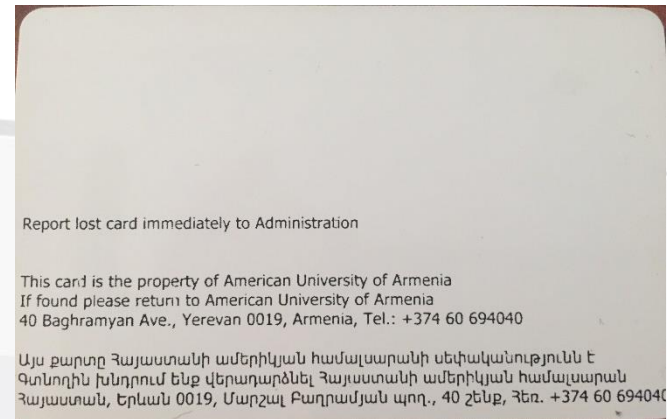
*In addition to the official RA holidays, there are 5 additional paid holidays per year:*

- **Easter Memorial Day (following Monday)**
- **American Independence Day (July 4)**
- **Thanksgiving Holidays (2 days)**
- **Christmas Day (December 25)**



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# ID Cards



Please send your electronic photo to

**Anna Katvalyan**

(Recruitment and Contract Coordinator) at

[akatvalyan@aua.am](mailto:akatvalyan@aua.am), ext. (25 37)

# How to receive your salary

- ✓ **Employment Contracts for Spring 2018**
  - ❖ From **January 17 to May 31, 2018**
- ✓ Salary are paid on monthly basis – **January salary will be paid in the 1<sup>st</sup> week of February via bank transfer**
  - ❖ Please submit your bank account info in AMD
- ✓ **May** salary will be paid within 3 working days upon the end of the contracts

# Income Tax Rate

Before 01.01.2018	Before 01.01.2018	After 01.01.2018	After 01.01.2018
Monthly Taxing Base	Income Tax Rate	Monthly Taxing Base	Income Tax Rate
Up to 120,000 AMD	<b>24.4%</b>	Up to 150,000 AMD	<b>23%</b>
120,000-2,000,000 AMD	<b>26%</b>	150,000-2,000,000 AMD	<b>28%</b>
2,000,000 AMD and more	<b>36%</b>	2,000,000 AMD and more	<b>36%</b>



# General Questions about Contracts

**As you know, we need the following documents for contract processing:**

- ☐ **Passport (photo and address registration pages) or ID cards (both pages)**
- ☐ **Social card**
- ☐ **CV**
- ☐ **Diploma(s) – (for profession code as required by the RA law)**
- ☐ **Bank info – in AMD**
- ☐ **Your photo – for AUA ID cards**

# **General Questions about Contracts**

**For non-RA citizens we**

- ❖ will assist in getting a social card and opening a bank account**
- ❖ will give a statement on income tax at the end of employment for tax declaration nad for avoiding double taxation**





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

No person employed by or seeking employment with the AUA shall be discriminated against because of race, religion, national origin, age, gender, marital status, medical condition or disability



# HR-Specific Policies: Business Travel

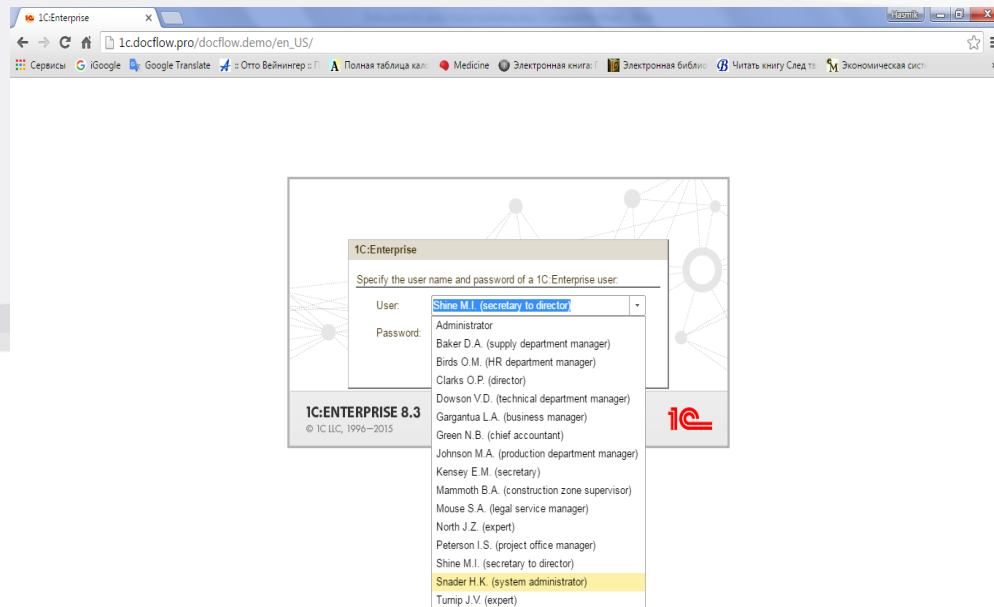
- ☐ Please inform HR department about the business trip at a minimum of **five working days** prior by submitting **Business trip request form** via 1C Doc Flow system to HR department for processing

# HR-Specific Policies: Vacation

- ☐ Vacation — all leaves during the semester need to be documented (including Spring break time).
- ☐ Vacation request is also processed with 1C Document Flow system.

# How to enter the system?

- Please open the link <http://10.1.0.28/docflow>
- Choose your name from user list
- Write your password
- Press ok





# 1C Business Processes

- A window appears with the following forms
  - Tasks to me
  - Business processes form
- Under *Business processes form* you can see several processes. You can start Business trip and Vacation processes here.

The screenshot shows the 'Start page' of the 1C Enterprise application. The window title is 'Document management 8 CORP, edition 2.0 / Գրիգորյան ԱՄԿ Կարբին (1C:Enterprise)'. The interface includes a sidebar with navigation icons and a main content area. The 'Tasks to me' section shows 'New: 0 / Overdue: 0 / Total: 0' and a table with columns for Task, Date, Author, and Created. The 'Business processes form' section displays a grid of buttons for various processes: Performance evaluation for non-managerial positions, Business trip, New position opening form, Performance evaluation for managerial positions, Vacation, Training, Position evaluation, Overtime works, Probation period completion form, Job performance appraisal form, and Bonus approval. A 'Start page' tab is visible at the bottom left.



# Business Trip Business Process

- In order to start the business trip process, you need to click on “Business Trip” button under *Business processes form*.
- The business trip process cycle is the following:
  1. The business trip process starts by an **employee**
  2. After completion an employee sends it to his/her **supervisor**
  3. After approval of the supervisor, the process is sent to **HR Department** for final approval

The screenshot shows the 'Start page' of the 'Document management 8 CORP, edition 2.0 / Գրադրյալս ՍԼԻ Կարմին (1C:Enterprise)' application. The interface includes a sidebar with navigation icons, a main content area with a 'Tasks to me' section (New: 0 / Overdue: 0 / Total: 0) and a 'Business processes form' section. The 'Business processes form' section contains a grid of buttons for various HR processes, including 'Business trip', 'Vacation', 'Training', 'Performance evaluation for non-managerial positions', 'Performance evaluation for managerial positions', 'Position evaluation', 'Overtime works', 'Probation period completion form', 'Job performance appraisal form', and 'Bonus approval'. A 'More' button is also present in the bottom right of the form section.





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# Business Trip Business Process

- The business trip request form will open including all the details, which you need to fill in.
- If you go on a **business trip in Armenia**, you need to check “**In Armenia**” field on the left.
- Besides the primary expenses, there are “**Other expenses**” options, which you can fill in, if applicable by indicating purpose of the expense in Armenian and in English.
- Also, the budget for the business trip expenses needs to be added by indicating the percent of expenses from that budget. You have an opportunity to select several budget lines and distribute the expenses of the business trip by indicating the percentages.
- After completing all necessary fields, click on “**Start the process**” button.

Document management 8 CORP, edition 2.0 / Պրոգրամայի Անկ Կարգի (1C Enterprise)

### Business Trip

**In Armenia:** ☐ **File:** Business Trip Request Form

**Employee:**

**Supervisor:**

**Purpose of visit (in Armenian):**

**Purpose of visit (in English):**

**To company:**

**To country:**

**To city1:**

**To country2:**

**To city2:**

**Start date1:**   **End date1:**   **Start date2:**  **End date2:**

**Visa fee (AMD):**

**Conference fee (AMD):**

**Per diem (AMD):**

**Transportation expenses (AMD):**

**Airfare fee (AMD):**

**Hotel expense (AMD):**   **Breakfast included:** ☒

**Other expense1 (AMD):**   **Purpose of expense1:**

**Other expense2 (AMD):**   **Purpose of expense2:**

**Other expense3 (AMD):**   **Purpose of expense3:**

**Total:**

#	Budget	Percent(%)
1	ՀԱՐ Ժառանգությունների բաժին	100,00

Start page Vacation business process  Business Trip



# Business Trip Business Process

- If the destination city is not included in the list, you have an opportunity to add the city by following the steps presented below:
1. Click on the city field
  2. To create a city, click on green **“Plus(+)”** button
  3. Add English and Armenian names of the city and select it.

The image shows two screenshots from a software application. The top screenshot is the 'Business Trip' form, and the bottom screenshot is the 'Lnu Անգելն (City) (1C:Enterprise)' dialog box.

**Business Trip Form:**

- In Armenia:** ☐ **File:** Business Trip Request Form
- Employee:** Գրգորյան Ան Կարենի
- Supervisor:** Իսկանդրյան Զատիկ Ռոբերտի
- Purpose of visit (in Armenian):** Գիտությունների մասնագետի կատարումը
- Purpose of visit (in English):** To participate in the conference
- To company:** AUA
- To country:** Ամերիկայի Միացյալ Նահանգներ
- To city1:** Lnu Անգելն (highlighted)
- To city2:** Show all
- Start date1:** 10.08.2017 **End date1:** 15.08.2017 **Start date2:** ... **End date2:** ...
- Expenses:** Visa fee (AMD): 1 000.00, Conference fee (AMD): 1 000.00, Per diem (AMD): 1 000.00, Transportation expenses (AMD): 1 000.00, Airfare fee (AMD): 1 000.00, Hotel expense (AMD): 1 000.00, Other expense1 (AMD): 0.00, Other expense2 (AMD): 0.00, Other expense3 (AMD): 0.00
- Breakfast included:** ☒
- Purpose of expense1:** Կատարում/Purpose, **Purpose of expense2:** Կատարում/Purpose, **Purpose of expense3:** Կատարում/Purpose

**Lnu Անգելն (City) (1C:Enterprise) Dialog Box:**

- Buttons:** Save and close, Save, More
- Code:** 000000052 **Country:** Ամերիկայի Միացյալ Նահանգներ
- Description:** Lnu Անգելն
- Description in english:** Los Angeles



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# Business Trip Business Process

- When the business process is started by an employee, the task goes to his/her supervisor.
- The supervisor needs to open the Word Document on the left side and all business trip related information will appear there. The supervisor needs to click on **“Approv”** button, so that the business process cycle continues.
- If there are some problems or remarks the supervisor can use **“Approve with reservations”** or **“Decline”** functions.
- After the confirmation of the business trip process by HR Department, the employee receives a notification about the confirmation.

The screenshot shows a web application interface for document management. The title bar indicates 'Document management 8 CORP. edition 2.0 / Գործարարական Դասընթացի (1C Enterprise)'. The main content area is titled 'Start page' and displays 'Tasks to me (New: 1 / Overdue: 0 / Total: 1)'. A table lists tasks, with one highlighted: 'Business trip request form for Ani Grigoryan from 12.07.2017 16.39.07'. The task details show a date of '14.07.17' and an author 'Գրիգորյան Ա.'. To the right, there is a section for the 'Business trip request form for Ani Grigoryan from 12.07.2017 16.39.07', which includes a list of related documents and a comment field. At the bottom, there are buttons for 'Approved', 'Approved with reservations', and 'Not approved'. Below this, a section titled 'Business processes form' contains various buttons for different processes, including 'Business trip', 'Vacation', and 'Training'.



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# Business Trip Business Process

- After the confirmation of the business trip process by HR Department, the employee receives a notification about the confirmation.
- An employee needs to click on **“Acquainted”** button.

The screenshot shows the 'Start page' of the 'Document management 8 CORP' application. The main section is titled 'Tasks to me (New: 1 / Overdue: 0 / Total: 1)'. It contains a table with one task: 'Acquaint with the approval result: Vacation request form for Ani Grigoryan from 12.07.2017 15.58.31'. The task is highlighted in yellow. To the right of the task table, there is a sidebar with the same task title, a 'Cycle: 2' indicator, a 'Result: Approved' status, and an 'Acquainted' button. Below the task table, there is a 'Business processes form' section with various buttons for different processes, including 'Business trip', 'Vacation', and 'Training'. The bottom of the interface shows a tabbed view with 'Start page' and 'Vacation business process'.



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# Thank You!