



**American
University
of Armenia**

AUA New Faculty Orientation Session

**Arina Bekchyan
HR Director, AUA**

Yerevan, January 14, 2020



Additional Holidays

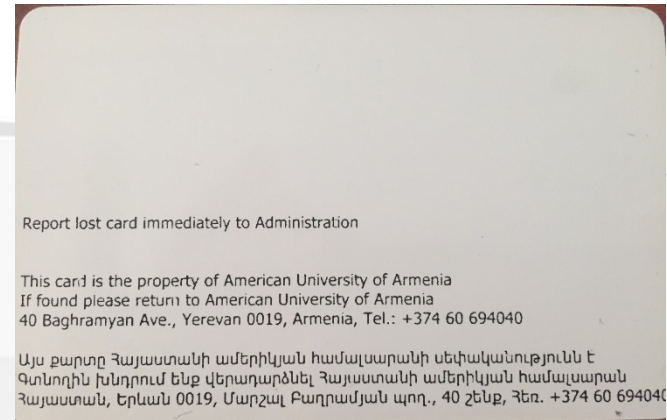
In addition to the official RA holidays, there are 5 additional paid holidays per year:

- **Easter Memorial Day**
- **American Independence Day (July 4)**
- **Thanksgiving Holidays (2 days: Thursday and Friday)**
- **Christmas Day (December 25)**



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ID Cards



Please send your electronic photo to

Anna Katvallyan

(Recruitment and Contract Coordinator) at

akatvallyan@aua.am, ext. (25 37)



How to receive your salary

- ✓ Employment Contracts for **Spring 2020**
 - From January 20 to May 31, 2020
- ✓ Salary are paid on monthly basis – January salary will be paid in the 1st 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



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



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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 and for avoiding double taxation



HR-Specific Policies: Business Travel

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



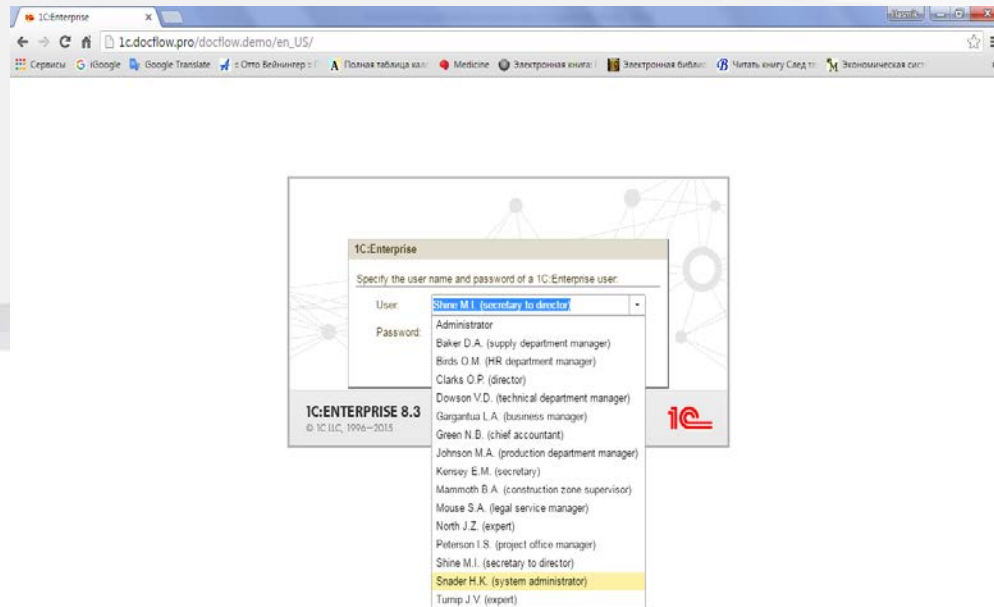
HR-Specific Policies: Vacation

- 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?

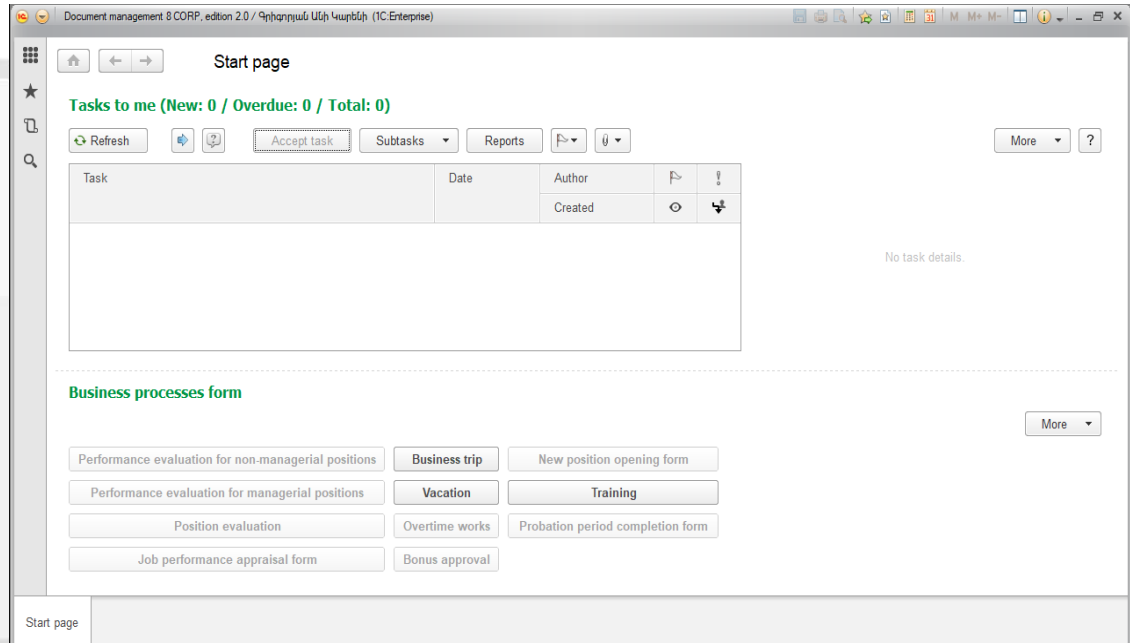
- Please open the link <http://10.1.0.28/docflow>
- Choose your name from user list
- Write your password
- Press ok





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.





1. Vacation Business Process

- The windows will open with your name and name of your supervisor.
- You need to select the type of the vacation: **“Vacation”**, **“Maternity leave”**, **“Personal”**, **“Baby care”** and **“Day-off”**.
- Fill in the start date and end date and click on **“Start the process”**.

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

Vacation business process

You have -12 vacation days remaining.
You have 0 day-offs remaining.

Start date: [] Employee: Գրիգորյան Անի Կարենի

End date: [] Supervisor: Հովհաննիսյան Հասմիկ Ռոբերտի

Vacation Day-off Maternity Personal Baby care Payment:

For your vacation period, we urge you to use auto-reply function in Gmail settings. You can use the sample provided below.
Thank you for your e-mail.
I am currently out of the office through "End date of your vacation", and will have limited access to email. Please contact "Name Surname, e-mail address".

Vacation - According to RA Labor Code, at least one portion of the paid annual leave shall be for 10 working days in case of a five-day working week, and 12 working days in case of a six-day working week. Ամենամյա արձակուրդը մասերով տրամադրելու դեպքում ամենամյա արձակուրդի մասերից մեկը պետք է կազմի առնվազն 10 աշխատանքային օր՝ հնգօրյա աշխատանքային շաբաթի դեպքում, և առնվազն 12 աշխատանքային օր՝ վեցօրյա աշխատանքային շաբաթի դեպքում.

Personal - According to RA Labor Code, the employee may be granted an unpaid leave for duration of not more than 60 calendar days throughout the year, upon the consent of the parties and approval of the employer. Կողմնորոշված կամ աշխատանքային պայմանագրերով կամ կողմերի համաձայնությամբ նախատեսված դեպքերում աշխատողին կարող է տրամադրվել չվճարվող արձակուրդ՝ մեկ տարվա ընթացքում ոչ ավելի, քան 60 օր տևողությամբ:

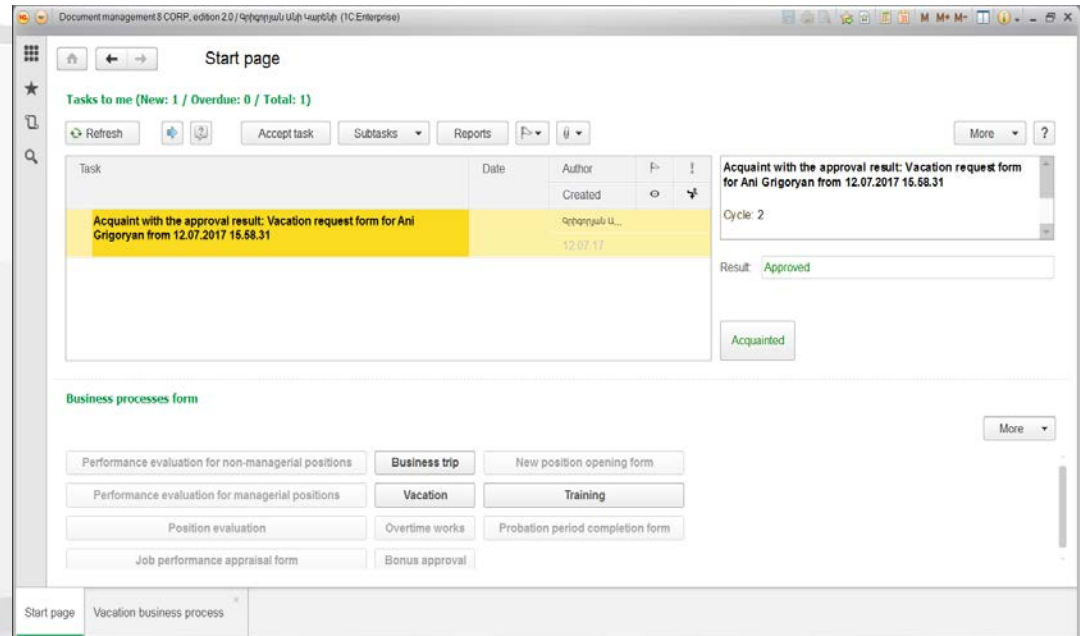
Start the process

Start page Vacation business process



1. Vacation Business Process

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





2. 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 / Գրքարկան ԱՄՀ Կարճեր (TC Enterprise)

Business Trip

In Armenia: File: Business Trip Request Form

Employee: Գրիգորյան ԱՄՀ Կարճեր Conference fee (AMD): 1 000,00

Supervisor: Հովհաննիսյան Բասենկո Ռոբերտ Per diem (AMD): 1 000,00

Purpose of visit (in Armenian): Գիտահետազոտման մասնակցություն, նպաստակրկ Transportation expenses (AMD): 1 000,00

Purpose of visit (in English): To participate in the conference Airfare fee (AMD): 1 000,00

To company: AUA Hotel expense (AMD): 1 000,00 Breakfast included:

To country: Ամերիկայի Միացյալ Նահանգներ Other expense1 (AMD): 0,00 Purpose of expense1: նպատակ/Purpose

To city1: Լոս Անջելես Other expense2 (AMD): 0,00 Purpose of expense2: նպատակ/Purpose

To country2: Other expense3 (AMD): 0,00 Purpose of expense3: նպատակ/Purpose

To city2: Start date1: 10.08.2017 End date1: 15.08.2017 Start date2: End date2: Total: 6 000,00

Add More

| # | Budget | Percent(%) |
|---|--------------------------|------------|
| 1 | ՊՄ Ծախսատար/ԱՄՀ-ի ժամկետ | 100,00 |

Start the process

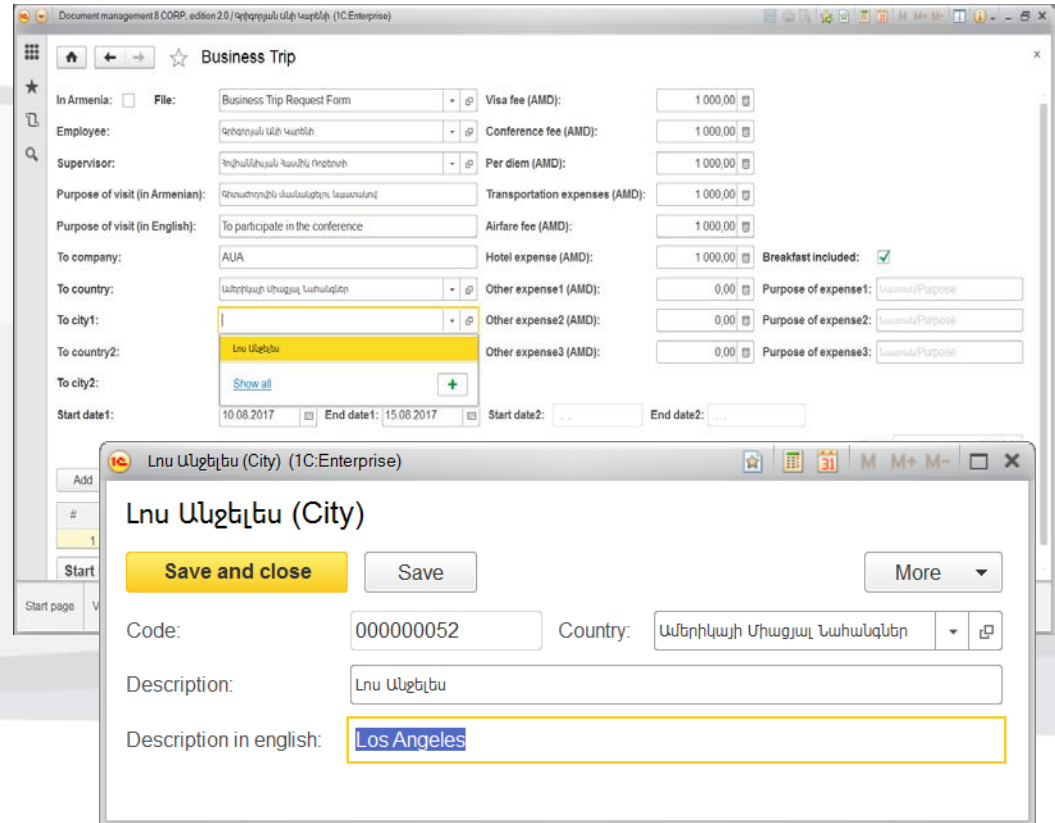
Start page Vacation business process Business Trip



2. 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.





2. 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 displays a web application interface for document management. At the top, it shows the title 'Start page' and navigation controls. Below this, a section titled 'Tasks to me (New: 1 / Overdue: 0 / Total: 1)' contains a table with one task highlighted in yellow. The task details are: 'Acquaint with the approval result: Vacation request form for Ani Grigoryan from 12.07.2017 15.58.31', with a date of '12.07.17' and an author 'Գրիգորյան Ա.Ն.'. To the right of the table, there is a 'More' dropdown menu and a 'Cycle: 2' indicator. Below the table, a 'Result: Approved' status is shown, along with a green 'Acquainted' button. The bottom section, 'Business processes form', contains a grid of buttons for various HR 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', and 'Job performance appraisal form', 'Bonus approval'. The browser's address bar and window title are visible at the top, indicating the application is 'Document management 8 CORP, edition 2.0 / Գրիգորյան Անի Կարենի (1C Enterprise)'. The bottom of the interface shows a tabbed navigation bar with 'Start page' and 'Vacation business process'.



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Thank You!