



AUA

American University of Armenia





AUA New Faculty Orientation Session

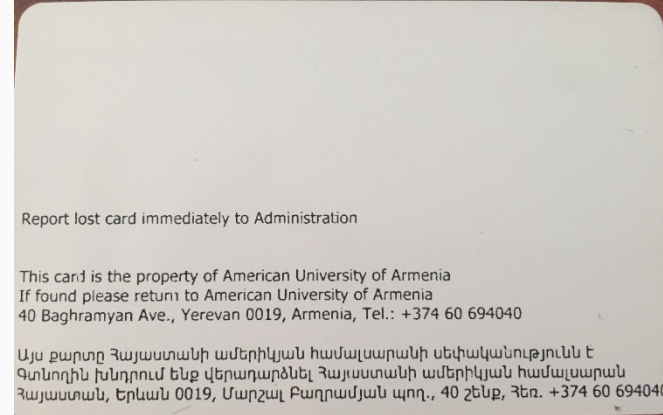
Arina Bekchyan
HR Director, AUA
Yerevan, January 19, 2021

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
- ❑ Most recent CV
- ❑ Diploma(s) – (for profession code as required by the RA law)
- ❑ **Photo – for AUA ID cards (you need ID card for campus entry)**

ID Cards



Please send your electronic photo to
Anna Katvalyan
(Recruitment and Contract Coordinator) at
akatvalyan@aua.am, ext. (25 37)

General Questions about Contracts

If transfer will be made to a foreign bank, then the following info is needed:

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

Per Armenian law, the payment will be processed in Armenian Drams

General Questions about Contracts

For non-RA citizens, *if they are currently in Armenia*, we

- ❖ will assist in getting a social card and opening a bank account
- ❖ *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 receive your salary

- ✓ Contracts for Spring 2021
 - ❑ From January 20 to May 31, 2021
- ✓ Salary are paid on monthly basis – January salary will be paid in the 1st week of February via bank transfer
- ✓ **For online teaching from abroad** – payment in one or two installments
- ✓ **May 2021** salary will be paid upon the end of the contracts

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: Thursday and Friday)**
- **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.



Newly Updated Policies -1

1. Non-Discrimination policy: <https://policies.aua.am/policy/169>
2. Press and Media Inquiries policy: <https://policies.aua.am/policy/165>
3. Policy on Equal Opportunity in Employment: <https://policies.aua.am/policy/168>
4. Policy on Ordering Transportation: <https://policies.aua.am/policy/83>
5. Policy on Duplication Services: <https://policies.aua.am/policy/170>
6. ICTS Services Rules and Regulations policy: <https://policies.aua.am/policy/65>
7. Guidelines For Computer Laboratories: <https://policies.aua.am/policy/61>
8. Local Area Network: <https://policies.aua.am/policy/76>
9. Moodle Usage: <https://policies.aua.am/policy/164>

Newly Updated Policies -2

10. Payroll Processing of Employment Contracts, Civil Service Contracts and Bonus Payments: <https://policies.aua.am/policy/167>
11. Cash Disbursement Policy: <https://policies.aua.am/policy/25>
12. AUA Archive <https://policies.aua.am/policy/22>
13. AGBU Papazian Library Circulation Services for AUA Community
<https://policies.aua.am/policy/161>
14. AGBU Papazian Library Interlibrary Loan and Document Delivery Services
<https://policies.aua.am/policy/162>
15. AGBU Papazian Library Membership <https://policies.aua.am/policy/163>
16. Cataloging of AGBU Papazian Library Materials
<https://policies.aua.am/policy/160/policy/167>

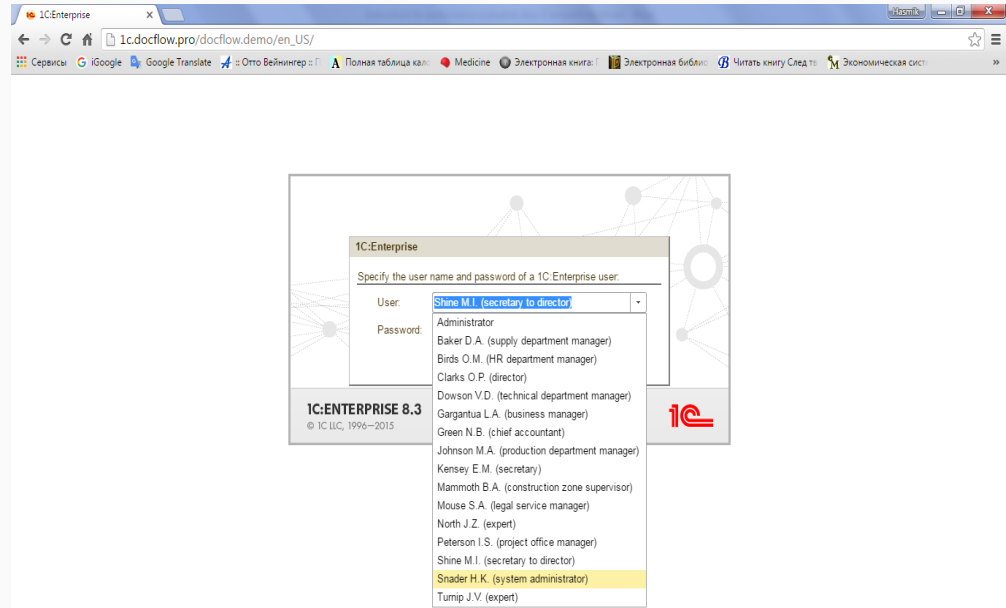
HR-Specific Policies: Leaves

- ❑ Vacation, Business Trip — all leaves during the semester need to be documented
- ❑ Vacation, Business Trip requests are also processed with 1C Document Flow system

Given the current situation with COVID-19, please just send an email to HR to process

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



Thank You.



Our emails are:

Anna Katvalyan: akatvalyan@aua.am

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