



# AUA

*American University of Armenia*



**Human Resources:  
What do I need to know?**

# **AUA New Faculty Orientation Session**

**Arina Bekchyan  
HR Director, AUA  
Yerevan, August 18, 2021**

# 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)

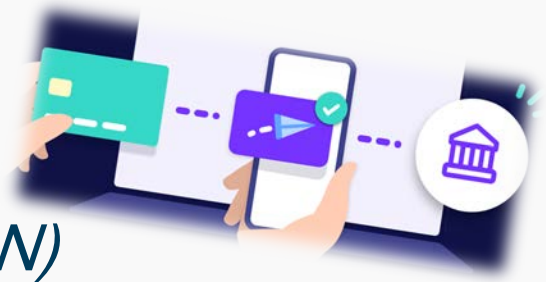


Photo – for AUA ID cards

# 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
- *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  
Coordinators

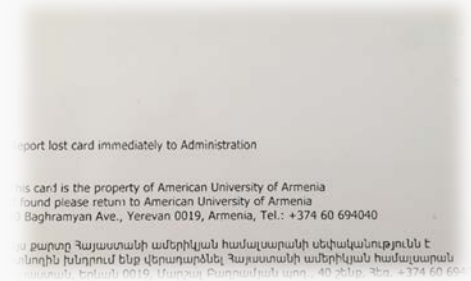
[Anzhelika Movsesyan](mailto:amovsesyan@aua.am)

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# How the salary will be paid?

## Contracts for Fall 2021

**From August 18 to December 22, 2021**

- ✓ Salary are paid on monthly basis – *August salary will be paid in the 1<sup>st</sup> week of September via bank transfer*
- ✓ For online teaching from abroad – *payment in one or two installments (bank transfer fee is covered by the employee)*
- ✓ December 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**
- **American Independence Day (July 4)**
- **Thanksgiving Holidays (2 days: Thursday and Friday)**
- **Christmas Day (December 25)**

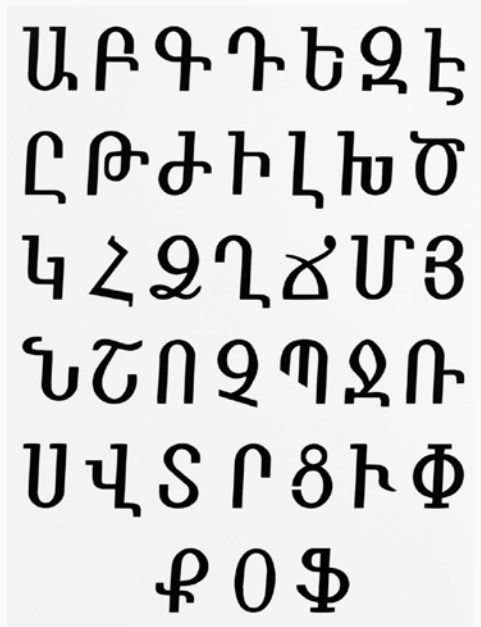




# Eastern Armenian Courses

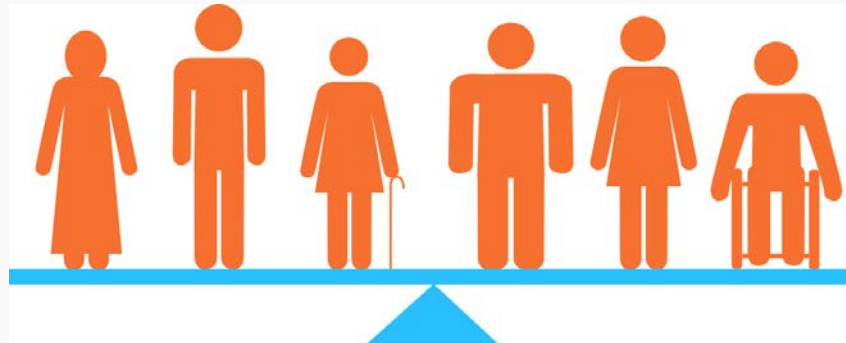
AUA Open Education program offers following courses for English speakers who wish to learn the modern spoken form of the Eastern Armenian language for daily use:

- **Elementary Eastern Armenian**
- **Intermediate Eastern Armenian**
- **Advanced Eastern Armenian**



# 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 The 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

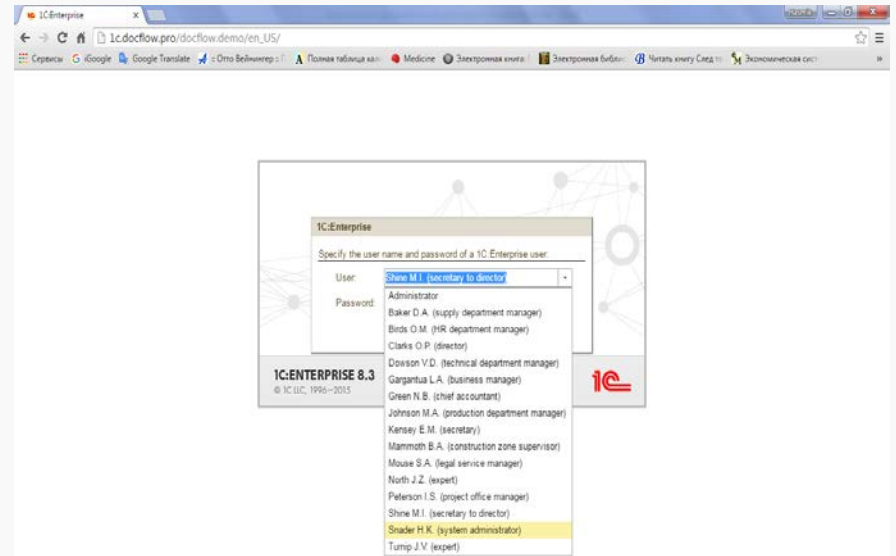
- ❑ **Vacation, Business Trip** — all leaves during the semester need to be documented via **1C Document Flow system**

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



# How to enter 1C system?

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



# How to contact HR team?

Our emails are:

Arina Bekchyan, HR Director: [abekchya@aua.am](mailto:abekchya@aua.am)

Anzhelika Movsesyan, Recruitment and Contract Coordinator: [amovsesyan@aua.am](mailto:amovsesyan@aua.am)

Diana Hakobyan, Recruitment and Contract Coordinator: [dhakobyan@aua.am](mailto:dhakobyan@aua.am)

Sona Baghdasaryan, Training and PE Coordinator: [sbaghdasaryan@aua.am](mailto:sbaghdasaryan@aua.am)

# Thank You!