



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 11, 2022**

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)

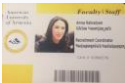


Photo – for AUA ID cards

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



Update on Covid-19 procedures

- All AUA employees **are required to show proof of vaccination or a negative PCR test result** (valid for 72 hours) at their own expense every 7 days for access to the AUA campus.
- All faculty and staff are required to complete the [AUA Vaccination/PCR test form](#). Employees who are vaccinated or provide negative PCR test results are asked to attach the **QR screenshot of their vaccination/PCR certificates from ARMED** to this form.
- In case of detecting [symptoms of COVID-19](#) or being tested positive for COVID-19, AUA faculty and staff should NOT come to campus and should submit their personal information in [the self-reporting form](#).

How to get an ID Card?

Please send your electronic photo
to Recruitment and Contract
Coordinator
Anzhelika Movsesyan
(amovsesyan@aua.am, 25-37)



How the salary will be paid?

Contracts for Spring 2022

From January 19 to May 31, 2022

- ✓ 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 (bank transfer fee is covered by the employee)*
- ✓ May salary will be paid upon the end of the contracts

Additional Holidays

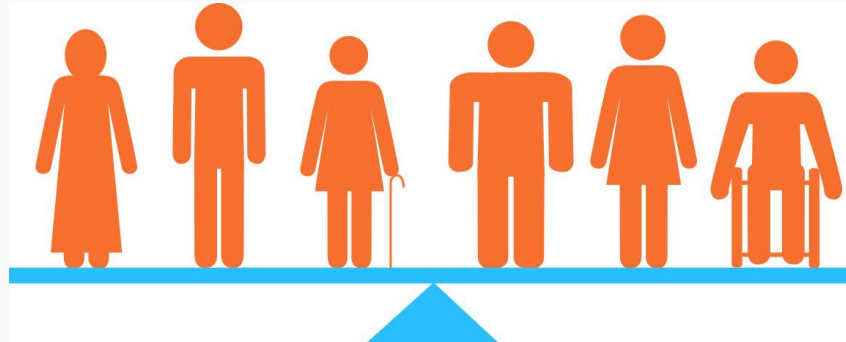
In addition to the official RA holidays, there are 5 additional paid holidays per year:

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



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

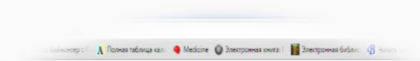
- ❑ **Vacation, Business Trip** – all leaves during the semester need to be documented via **1C Document Flow system**

- ❑ **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 (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



How to contact HR team?

Our emails are:

Arina Bekchyan, HR Director: abekchya@aua.am

Anzhelika Movsesyan, Recruitment and Contract Coordinator: amovsesyan@aua.am

Sona Baghdasaryan, Senior HR Coordinator: sbaghdasaryan@aua.am

Thank You!