New Faculty
Welcome & Orientation
Human Resources – Benefits – Payroll

August 26, 2016
American University of Beirut
New Faculty Welcome & Orientation

- HR Department & Benefits Coordinator’s Office
  - Location & Office Hours
  - HR Website (Self Service)
- Some Benefits & Allowances
  - Policies Governing Travel & Baggage Allowances
  - Annual Leave
  - Life Insurance
  - Educational Allowances
  - Retirement Programs
  - University Health Insurance Plan (HIP)
- Payroll
  - Location & Office Hours
  - Bank Accounts
  - First Salary
  - US and Green Card Holders
  - Taxes
  - Self Service
• HR Department & Benefits Coordinator’s Office:
  ▪ Office Hours: 8:00am to 5:00pm
  ▪ Monday to Friday
• HR website: http://www.aub.edu.lb/hr/Pages/index.aspx
  • AUB main page
  • then A-Z
  • then Letter H
  • then Human Resources – Campus Department
Faculty Resources

- Checklists
  - New Faculty Recruits

- Guides & Policies
  - PowerPoint presentation for new Faculty
  - New Faculty Information Handbook (PDF Version)
  - Academic Policies
  - Policies on Benefits and Allowances for Academic Personnel
  - Health Insurance Plan
  - Retirement Plans (Plan A, Plan B)
  - Highlights on the Personnel Regulations for Academic & Non-Academic Personnel (PDF Version)
  - Duality of Interest or Conflict of Interest
  - Fraud Policy
  - Institutional Integrity

- Employment Forms
  - Academic Application Form
  - Request for Benefits & Allowances Reimbursement
  - Conflict of Interest
  - HIP Excerpts
  - Declaration Form (US Citizens, Green Card)

- Life Insurance Forms
  - Form A - Life Insurance Application (Individual Enrollment)
  - Form B - Life Insurance Application (Individual Enrollment) With Medical Questions
  - Form A - Life Insurance Application (Individual Enrollment) - Arabic Version
  - Form B - Life Insurance Application (Individual Enrollment) With Medical Questions - Arabic Version
  - Waiver Form
Some Benefits & Allowances for Academic Personnel:

- Appointment & Terminal Travel & Baggage Allowances
  - Eligibility: Letter of appointment is for three years and home is not in Lebanon
  - Granted to the appointee, spouse and eligible children (if accompanying appointee or following him/her within 3 months of appointee’s arrival)
  - Baggage allowance equal to $1000 for appointee, $500 for spouse and $300 for eligible child.
  - Outfitting allowance is (1) LL.1,500,000 for an appointee accompanied by a spouse or one or more eligible children, and (2) LL.750,000 for an appointee not accompanied by a spouse or any eligible children.
  - Terminal travel will be granted at the end of the last contract of the appointee
- **Annual Leave**
  - 3 months vacation for those on 9-month service contract
  - One month vacation for those on 11-month service contract
- **Life Insurance**
  - Provided by AUB to its full-time active employees
  - Standard Life Insurance (at no cost)
  - Standard life insurance coverage (up to 70 years old - with the exception of “Permanent Total Disability due to Sickness” which ends at the age of 65):
    - 2 x annual basic salary with a minimum of US$50,000 and a maximum of US$500,000 (Natural death and disability)
    - 3 x annual basic salary with a minimum of US$75,000 and a maximum of US$750,000 (Accidental death and disability)
  - Upgrades (at additional cost to the employee)
    - Regular Upgrade: Additional 1 annual salary for death only
    - Extended Upgrade: Additional 1 annual salary for all risks
    - Multiplied Upgrade: Option to increase the upgrade amount for up to 5 times annual salary for a maximum of $2,000,000
  - Both coverages, standard and upgrade, will end upon termination of employment
Educational Allowances

- Educational allowances will cover 14 years pre-university level: KGI to grade 12 (High School – Bacc II)
- Educational allowance is capped at “ACS” tuition level.
- University education: Undergraduate level. Faculty dependents benefit from free education at “AUB” if accepted and up to the first degree.
- Outside “AUB” they will be treated similarly to “AUB”.

New Faculty Welcome & Orientation
- Retirement Programs:
  - Plan A: US Citizens/Green Card holders
    - Optional
    - Minimum employee contribution: 5%
    - Employer contribution (AUB: 10%)
    - Investment carrier: Vanguard (IDX funds & target retirement funds)

- Plan B: All nationalities except US
  - Optional
  - Minimum employee contribution: 5%
  - Employer contribution (AUB: 12.5%)
  - Investment carrier: Vanguard
  - Portfolios: Conservative - moderate - aggressive
Health Insurance Plan (HIP)

- Enrollment is optional and should be done within 21 days of appointment or in October.
- Emergency care → AUBMC – EU or the nearest provider → emergency line: 03 080804 (24/7)
- Coverage: available services at AUBMC - inpatient, outpatient and maternity.

<table>
<thead>
<tr>
<th>HEALTH INSURANCE PLAN</th>
<th>MONTHLY PREMIUMS EFFECTIVE April 1, 2012 - US $</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY</td>
<td>CLASS</td>
</tr>
<tr>
<td>HIP</td>
<td>CLII</td>
</tr>
<tr>
<td>HIP</td>
<td>CLI</td>
</tr>
<tr>
<td>HIP / NSSF</td>
<td>CLII</td>
</tr>
<tr>
<td>HIP / NSSF</td>
<td>CLI</td>
</tr>
<tr>
<td>HIP / NSSF (INPT) - 149</td>
<td>CLII</td>
</tr>
<tr>
<td>HIP / NSSF (INPT) - 149</td>
<td>CLI</td>
</tr>
</tbody>
</table>
Check Comprehensive Summary of Benefits for Academic Personnel (incl. PPRL, Home Leave, Maternity Leave, ...) at:
http://www.aub.edu.lb/hr/benefits/Pages/summary_ac.aspx

• Need information/help? Please feel free to contact us:
  ▪ HR Services (letter of appointment, travel reimbursement): Mrs. Maroussia Khoury, Associate Director for HR Services, ext. 2322, 2300
  ▪ Work & Residence Permits: Mr. Robert Farah, Liaison Officer, ext. 2315
  ▪ Benefits: Mr. Maroun Ghazal and Ms. Hala Bikhazi, Assistant Director of Benefits, ext. 2330 or ext. 2313
  ▪ Life Insurance: Mr. Walid Naja, ext. 2314
• Payroll Section – Comptroller’s Office

• The primary purpose of the University Payroll section is to pay salaries and wages to employees in an accurate and timely manner and to provide information for managerial purposes.

• Location: College Hall, 2nd floor- rooms 212 and 213

• Need information/help? Please contact Mr. Mufid Dagher, Payroll Manager, ext. 2484
• **Bank Accounts:**
  
  • Provide the payroll section with your bank account at one of the banks the University deals with.
  
  • Your salary will be transferred directly at the end of each month to the bank of your choice (from the list of banks).
  
  • Current and Savings accounts can be opened easily in Lebanese pounds or in any other currency.
  
  • Banking hours are from 8:30 AM until 1:30 PM Monday through Friday and from 8:30 AM until 12:00 PM on Saturdays.
• **First Salary**
  
  • The first salary check will be paid with August or September payroll depending on the date of signature of the letter of appointment

• **Pay Dates**
• **US and Green Card Holders**
  
  • Complete a W4

  • AUB’s federal payroll tax responsibilities include withholding from an employee's compensation and paying an employer's contribution for Social Security and Medicare taxes under the Federal Insurance Contributions Act (FICA).

  • Collect your W2 forms from the payroll section in January/February.

  • Inform the payroll section of any change of information.
Lebanese taxes

Lebanese and non-Lebanese personnel are subject to Lebanese income tax.

Lebanese Income tax is an incremental withholding tax which is calculated based on net earnings. (Rates are subject to change based on new MOF decrees)

<table>
<thead>
<tr>
<th>Income Level / per month LBP</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>The first 500,000 LBP (333USD) of your salary</td>
<td>2%</td>
</tr>
<tr>
<td>The next 750,000 LBP (500USD)</td>
<td>4%</td>
</tr>
<tr>
<td>The next 1,250,000 LBP (833USD)</td>
<td>7%</td>
</tr>
<tr>
<td>The next 2,500,000 LBP (1,667USD)</td>
<td>11%</td>
</tr>
<tr>
<td>The next 5,000,000 LBP (3,333USD)</td>
<td>15%</td>
</tr>
<tr>
<td>balance</td>
<td>20%</td>
</tr>
</tbody>
</table>
• **Family Exemption**

• The net earnings are earnings after the following exemptions:

<table>
<thead>
<tr>
<th>Family Exemptions per month</th>
<th>LBP</th>
<th>Cumulative-spoise not working</th>
<th>Cumulative -spouse working</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>625,000</td>
<td>625,000</td>
<td>625,000</td>
</tr>
<tr>
<td>Spouse</td>
<td>208,333</td>
<td>833,333</td>
<td>625,000</td>
</tr>
<tr>
<td>1st Child</td>
<td>41,667</td>
<td>875,000</td>
<td>645,834</td>
</tr>
<tr>
<td>2nd Child</td>
<td>41,667</td>
<td>916,667</td>
<td>666,667</td>
</tr>
<tr>
<td>3rd Child</td>
<td>41,667</td>
<td>958,334</td>
<td>687,501</td>
</tr>
<tr>
<td>4th Child</td>
<td>41,667</td>
<td>1,000,001</td>
<td>708,334</td>
</tr>
<tr>
<td>5th Child</td>
<td>41,667</td>
<td>1,041,668</td>
<td>729,168</td>
</tr>
</tbody>
</table>
• **Self Service**
  - Accessing your pay-slip and Account receivable balance
  - [https://mycomptroller.aub.edu.lb/](https://mycomptroller.aub.edu.lb/)
Thank you!