



New Faculty

Welcome & Orientation

Human Resources – Benefits

January 24, 2018

American University of Beirut



- **HR Department & Benefits Coordinator's Office:**
 - College Hall, 3rd fl.
 - Office Hours: 8:00am to 5:00pm
 - Monday to Friday
- **HR website:** <http://website.aub.edu.lb/hr/Pages/index.aspx>
 - AUB main page
 - then A-Z
 - then Letter H
 - then Human Resources – Campus Department

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AUB Home > Human Resources > Faculty Resources

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 V
 - 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)



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AUB Home > Human Resources > Oracle Self Service

To access Oracle Self Service (previously myHR), click [here](#).
(if you forgot your password, watch this video on how to [reset your password](#))

To help you navigate and use the Oracle Self Service, watch the below tutorials:

- [Leave Request](#)
- ["In Lieu of" Leave Request](#)
- [Employment Certificate Request](#)
- [Payslip](#)
- [Personal Information](#)
- [Phones Information](#)
- [Office Location Information](#)
- [My Information & HR Links](#)
- [Staff Education Request](#)
- [In Lieu of Summer Claim Request](#)
- [Annual Leave Deferral Request](#)
- [Resignation Request](#)
- [Exit Interview Form](#)
- [Submit Reports](#)
- [All Actions Awaiting Your Attention](#)
- [Transaction Monitor](#)
- [Professional Details](#)

How to submit Leave Request (annual leave, business leave, marriage leave, ...)

- **Non Lebanese Appointees:**

The appointment and the continuation of the service of an appointee who is a citizen of a country other than Lebanon is subject to the granting and extension of the appropriate visa and work and residence permits to him/her by the Lebanese Government.

- **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



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- Annual Leave
 - Faculty members on 9-month service contract who begin employment in the Spring semester are paid their monthly salary from Jan. to May, and a payment of one month and a half vacation will be added to their May salary. Starting AY18-19, they will be paid their annual salary distributed over 12 equal monthly installments.
 - Faculty members on 11-month service contract are entitled to a one month vacation



- 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



New Faculty Welcome & Orientation

- 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”.

- 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%)
 - Custodian: UBP
 - 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.



Check Comprehensive Summary of Benefits for Academic Personnel (incl. PPRL, Home Leave, Maternity Leave, ...) at:

http://website.aub.edu.lb/hr/benefits/Pages/summary_ac.aspx

- Need information/help related to HR/Benefits? 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: Ms. Hala Bikhazi, Director of Benefits, ext. 2330
 - Life Insurance: Mr. Walid Naja, ext. 2314



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- **If you have any Payroll-related questions, kindly contact Payroll Section – Comptroller’s Office (Mr. Mufid Dagher, ext. 2484)**
 - Location: College Hall, 2nd floor- rooms 212 and 213
 - Bank Accounts: Provide the payroll section with your bank account at one of the banks the University deals with
- **First Salary:** The first salary check will be paid with January or February payroll depending on the date of signature of the letter of appointment
- **Pay Dates:** Available at the following link:

<http://website.aub.edu.lb/comptroller/Documents/docs/2018%20Pay%20Dates.pdf>



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Thank you!