Tutorial: HR & Payroll Information in MyGJU

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Employee Login to the MyGJU Portal

https://mygju.gju.edu.jo

1. Type the **MyGJU [1-3] URL** in your browser

MyGJU

الجامعة الألمانية الأردنية
German Jordanian University

Username:

mygju.email

2. Enter your **GJU Email username** without the @

Password:

●●●●●●●●●●

3. Enter your **GJU Email password**

Login as Student

Login as Employee

Please enter your GJU Email credentials to login

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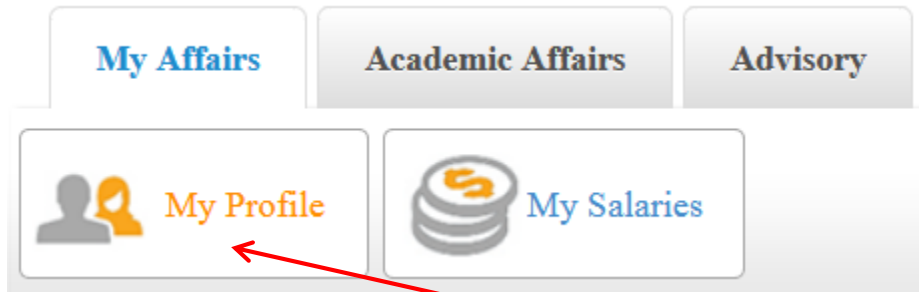
Login Notes

Note 1: If your password is not complex (i.e., weak), then follow these steps:

1. Login to your Email using the GJU Web Mail at https://mail.gju.edu.jo/owa
2. Go to Options (gear icon on the right), then select the Change Password section
3. Enter your current password and your new complex password (note that complex passwords are at least 8 capital and small characters with symbols (e.g., @$&.-_) and numbers)
4. Confirm your new password and sign out

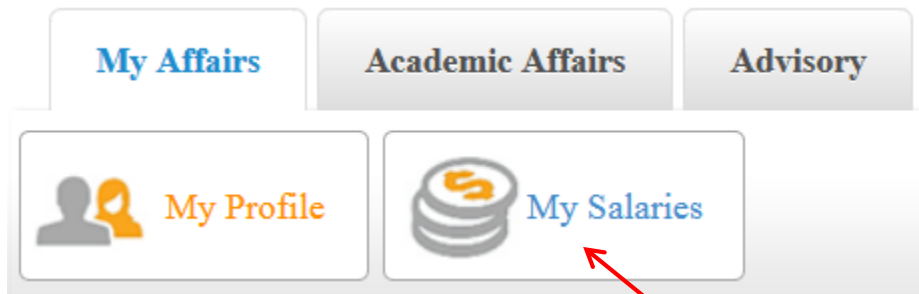**Note 2:** If nothing works, then check with the computer center to make sure your account is properly setup

Accessing your HR Data

My Affairs | Academic Affairs | Advisory

My Profile | My Salaries

Click on the My Profile button to see your **HR data**

My Profile

Employee Information	Certificates	Banks Accounts
Employee Status	Experiences	Deductions Definitions
Job Titles	Family Members	Allowances Definitions
Promotions	Health Insurance	
Commissions	Telephones	
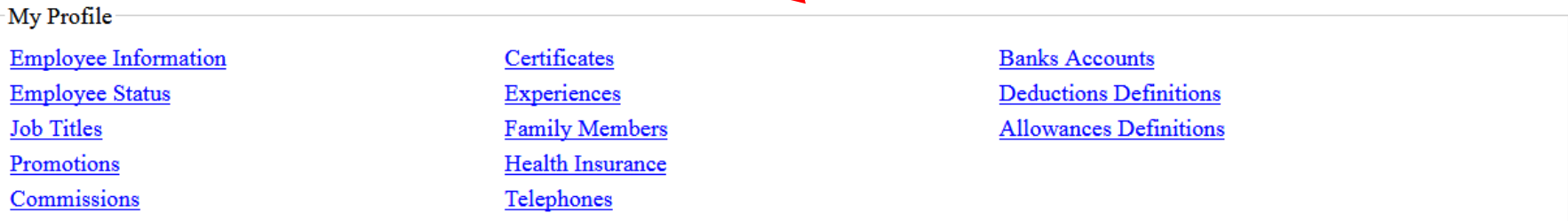
Accessing your Salaries

Click on the My Salaries button to get the Month filter

Viewing a Salary Slip

1. <u>Select</u> Year and Month and then <u>click</u> the View Salary button to view the respective salary

<u>Note:</u> Since the system is new and there is no historical data, you will only be able to see you salaries starting from March, 2017 onwards

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Language Preferences

My Affairs	Academic Affairs	Advisory	Dean's Tasks	**Preferences**

Translate to Arabic

Filtering Criteria

Year: * `2017`

Month: * `March`

View Salary

1. <u>Go to</u> the Preferences Tab
2. <u>Click</u> the Translate to Arabic button to get the Arabic screen

التفضيلات	مهام العميد	الارشاد	الشؤون الاكاديمية	شؤوني

ترجم الى الانجليزي

معايير البحث

السنة:* `2017`

الشهر:* `آذار`

عرض الراتب

References

1. MyGJU. Available from https://mygju.gju.edu.jo [last accessed June, 2019].

2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). Computer Applications in Engineering Education, 2017 Mar, 25(2):242-263.

3. F. Al-Hawari. MyGJU student view and its online and preventive registration flow. International Journal of Applied Engineering Research, 2017, 12(1):119-133.