Employee Vacations, Leaves and Attendance in MyGJU

Feras Al-Hawari and Anoud Alufieshat

Overview

- Login to MyGJU
- Managing your vacations and leaves
- Viewing your fingerprint records
- Manager types and user roles
- Approving or rejecting vacations and leaves by managers
- Viewing fingerprint by managers
- Reviewing vacations and leaves by secretaries
- Viewing fingerprint by secretaries
- References

Login to your MyGJU Portal Account

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Managing Vacation/Leaves and Viewing Your Fingerprint Records

Accessing Your Profile Information (1)

Click on the **My Profile** button to access your HR information as shown in the next slide

Accessing Your Profile Information (2)

Work Place:	Information Systems and Technology Center	**Years in Grade Category:**	4
Work Place Reference:	Information Systems and Technology Center	**Employment Book Date:**	30-09-2012
Job Title:	Computer Engineer	**Employment Start Date:**	02-09-2012
Years at GJU:	6	**Employment Book No:**	2/2/8/1216
Account Status:	Active	**Employee Status:**	Currently Employed

My Profile

Employee Information	Certificates	Telephones
Employee Status	Experiences	Contact Information
Job Titles	Leaves	Banks Accounts
Promotions	Vacations	Deductions Definitions
Commissions	Vacations Balance	Allowances Definitions
Family Members	Fingerprint	Full Profile
Health Insurance	Work Hours	

1. **Click** on the **Leaves** link to manage your leaves
2. **Click** on the **Vacations** link to manage your vacations
3. **Click** on the **Vacations Balance** link to view your balance
4. **Click** on the **Fingerprint** link to view your fingerprint records

Managing Your Leaves

1. **Enter Filtering Criteria and click on the Search button to view your corresponding leaves**
2. **Select a leave and then click the Edit or Delete button to edit or delete the selected leave**
3. **Click on the Add button to add a new Official or Private leave**

Adding or Editing a Leave

Leave Information

Type: *	Private Leave ▾
Request Date:	2018-04-30
Leave Date: *	2018-05-02
From Hour:	08 ▾ 00 ▾ AM ▾
To Hour:	09 ▾ 00 ▾ AM ▾
Place:	Home
Deduct From Salary:	☐
Note(s):	

Fill the leave information and then **click** on the **Save** button

💾 Save   ⊘ Cancel

Managing Your Vacations

Certificates	Telephones
Experiences	Contact Information
Leaves	Banks Accounts
Vacations	Deductions Definitions
Vacations Balance	Allowances Definitions
Fingerprint	Full Profile
Work Hours	

Years at GJU:	5	**Employment Book No:**	430/9/2/14
Account Status:	Active	**Employee Status:**	Currently Employed

Vacations

| Yearly Vacations | Long Sick Vacations | Maternity Vacations | Hajj Vacation |

[← Back]

- ‣ You may manage (add, edit, delete and view) your yearly vacations
- ‣ You can only view your long sick vacations
- ‣ You can only view your maternity (if applicable) vacations
- ‣ You can only view your hajj vacation

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Managing Your Yearly Vacations

1. **Enter Filtering Criteria** and **click** on the **Search** button to view your corresponding vacations
2. **Select** a vacation and then **click** the **Edit** or **Delete** button to edit or delete the selected vacation
3. **Click** on the **Add** button to add a new **Yearly**, **Official** or **Administrative** vacation

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10/12/2019

Adding or Editing a Yearly Vacation

Vacation Information

Type: *   Yearly

Request Date:

From Date: *   2018-05-03

To Date: *   2018-05-03

No. of Days: 1

Place: Home

Deduct From Salary:

Notes:

Save   Cancel

Fill the vacation information and then **click** on the **Save** button

Viewing Your Vacations Balance

Certificates

Experiences

Leaves

Vacations

Vacations Balance

Fingerprint

Work Hours

Telephones

Contact Information

Banks Accounts

Deductions Definitions

Allowances Definitions

Full Profile

Select Year

Year: * 2018

Search

Vacations Balance					
Yearly		Sick		Administrative	
Original	Available	Original	Available	Original	Available
17 Days, 6 Hours, 31 Minutes	17 Days, 6 Hours, 31 Minutes	10	10	0 Days, 0 Hours, 0 Minutes	0 Days, 0 Hours, 0 Minutes

Back

Viewing Your Fingerprint Records

Certificates

Experiences

Leaves

Vacations

Vacations Balance

Fingerprint

Work Hours

Telephones

Contact Information

Banks Accounts

Deductions Definitions

Allowances Definitions

Full Profile

Filtering Criteria

Type: | Type |

Status: | All |

From Date : | 01-01-2019 |

To Date : | 06-01-2019 |

Search

Fingerprint Transactions

(1 of 1) |◄ ◄◄ **1** ►► ►| 4 ▼

Transaction Date ⇕	From Date ⇕	From Time ⇕	To Date ⇕	To Time ⇕	Minutes ⇕	Type ⇕	Status ⇕
2019-01-06	2019-01-06	07:39	2019-01-06	15:39	480	At Office	Success
2019-01-06	2019-01-06	15:39	2019-01-06	15:40	1	Overtime After Work	Success
2019-01-03	2019-01-03	07:43	2019-01-03	15:37	474	At Office	Success
2019-01-02	2019-01-02	07:47	2019-01-02	15:44	477	At Office	Success

Total Rows: 4

← Back | ⚙ Match Leaves | ⚙ Match Vacations | 🖥 Print | 💾 Export

Match Leaves

← Back	⚙ Match Leaves	⚙ Match Vacations	🖨 Print	💾 Export

Filtering Criteria

From Date : 01-01-2019   To Date : 06-01-2019

🔍 Search

(1 of 1) |◄ ◄◄ **1** ►► ►| 3 ▼

Leaves Date ⇕	Fingerprint Minutes ⇕	Fingerprint Overtime Minutes ⇕	Fingerprint Leaves Minutes ⇕	Unrejected Leaves Minutes ⇕	Unentered Leaves Minutes ⇕	Work Hours ⇕	Weekend ⇕	Holiday ⇕	Status ⇕
2019-01-06	481	1	0	0	0	08:00 AM - 04:00 PM	NO	NO	All Set
2019-01-03	474	0	6	0	6	08:00 AM - 04:00 PM	NO	NO	Needs to Enter Leaves
2019-01-02	477	0	3	0	3	08:00 AM - 04:00 PM	NO	NO	Needs to Enter Leaves

Total Rows: 3

← Back	🖨 Print	💾 Export

Match Vacations

Back	Match Leaves	Match Vacations	Print	Export

Filtering Criteria

From Date :	01-01-2019		To Date :	06-01-2019

Search

(1 of 1) |◄ ◄◄ **1** ►► ►| 6 ▼

Date ⇕	Fingerprint Minutes ⇕	Work Hours ⇕	Weekend ⇕	Holiday ⇕	Status ⇕
2019-01-01	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation
2019-01-02	477	08:00 AM - 04:00 PM	NO	NO	At Office
2019-01-03	474	08:00 AM - 04:00 PM	NO	NO	At Office
2019-01-04	0		YES	NO	Not a Work Day
2019-01-05	0		YES	NO	Not a Work Day
2019-01-06	481	08:00 AM - 04:00 PM	NO	NO	At Office

Total Rows: 6

Back	Print	Export

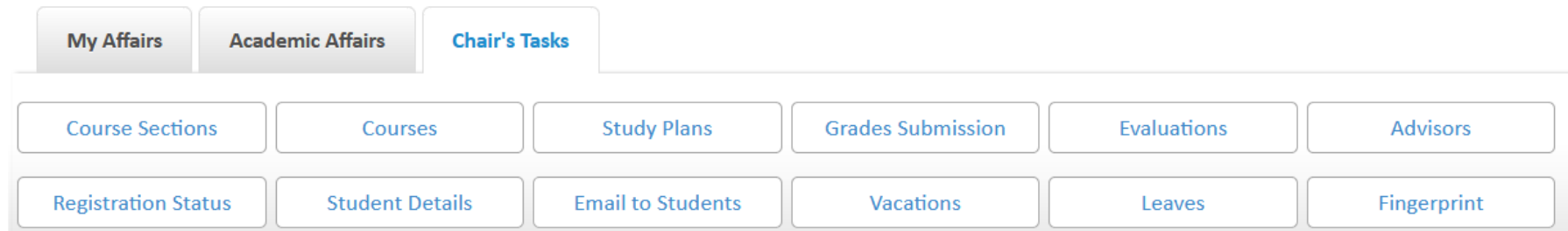# Vacations/Leaves Approval and Fingerprint Features for Managers

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Manager Types & User Roles

▸ There are two manager types:

▸ Higher Manager (Manager) and this role is given to a: Dean, Vice Dean, Director and Director Assistant.

▸ Direct Manager (Department Head or Section Head) and this role is given to an Academic Department Head or a Section Head

▸ HR may approve or reject a vacation or leave only if it is approved or rejected by a Higher Manager (e.g., Approved By Manager Status)

▸ A direct manager needs to approve or reject a vacation or leave that is Pending Approval ahead of his/her higher manager

▸ A user with a lower role may not approve or reject a vacation or leave, if it is approved or rejected by a user with a higher role

▸ The user roles from the highest to the lowest privilege are: HR User, Manager, Direct Manager and then Employee

Accessing the Vacation/Leaves Approval and Fingerprint features by Managers

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

Course Sections	Courses	Study Plans	Grades Submission	Evaluations	Advisors
Registration Status	Student Details	Email to Students	Vacations	Leaves	Fingerprint
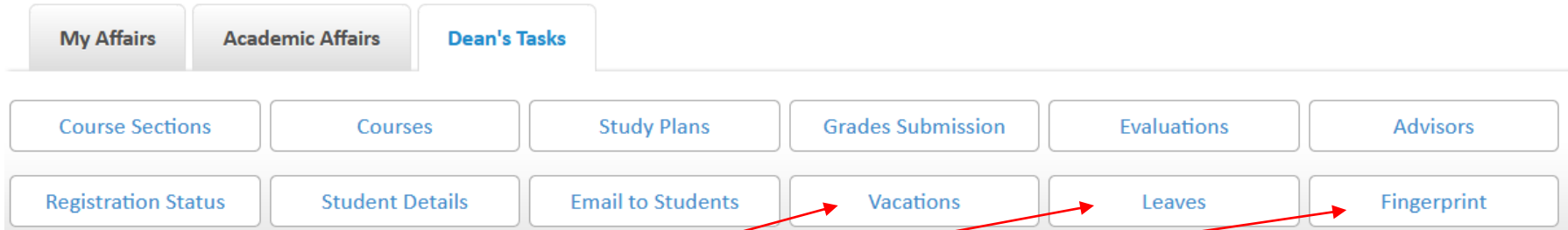
A Dean or Vice Dean may access the vacations, leaves and fingerprint features from the Dean's Tasks Tab

My Affairs	Academic Affairs	**Chair's Tasks**

Course Sections	Courses	Study Plans	Grades Submission	Evaluations	Advisors
Registration Status	Student Details	Email to Students	Vacations	Leaves	Fingerprint

A Department Head (Chair) may access the vacations, leaves and fingerprint features from the Chair's Tasks Tab

My Affairs	**Manager's Tasks**

Vacations	Leaves	Fingerprint
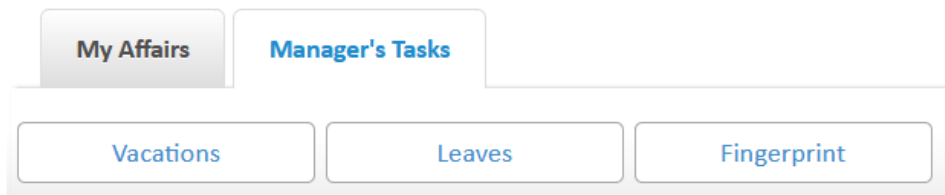
A Director, Director Assistant or Section Head
may access the vacations, leaves and fingerprint features from the Manager's Tasks Tab

Approving/Rejecting
an Employee Vacation by a Manager

‣ **Manager's Tasks** ‣ **Vacations**

Filtering Criteria

Type: [All ▼]   Status: [Status Type ▼]

From Date: [   ]   To Date:

Employees: [All ▼]

[☐   ⊗]
- ☑ Pending Approval
- ☑ Approved By Manager
- ☐ Rejected By Manager
- ☐ Approved By HR
- ☐ Rejected By HR
- ☐ Posted
- ☑ Approved By Section Head
- ☑ Rejected By Section Head
- ☑ Approved By Department Hea
- ☑ Rejected By Department Hea

[🔍 Search]

Employees Vacations

☐	Employee ID ⇕	Name ⇕	Type ⇕	From Da		Status ⇕
☑	3301	...at	Yearly	2018-11-		Approved By Manager
☐	3305		Yearly	2018-11-		Approved By Manager
☐	3306	...l	Yearly	2018-11-		Approved By Manager

[✓ Approve] [⊗ Reject] [▶ Pending]

Total Rows 3

[🖨 Print] [💾 Export] [Employees Vacations Balance Report]

1. **Enter** **Filtering Criteria** **and** **click** **on the** **Search** **button to view your employees' vacations**
2. **Select** **an employee vacation and then** **click** **the** **Approve**, **Reject** **or** **Pending** **button to** **approve**, **reject** **or send back to employee (reset to pending state)** **the selected vacation respectively**
   observe the Status value change after clicking the button

Viewing the Employees
Available Vacations Balance by a Manager

Click the Employees Vacations Balance Report **button in the previous page to view the** yearly, sick **and** administrative **vacations balance for your employees**

Employees Vacations Balance Report

| Vacations | Leaves | Fingerprint |

▸ **Manager's Tasks** ▸ Vacations ▸ **Employees Vacations Balance Report**

Filtering Criteria

Year: *   2018

Search

Employees Available Vacations Balance				
Employee ID ⇕	Name ⇕	Yearly ⇕	Administrative ⇕	Sick ⇕
33010		52 Days, 0 Hours, 0 Minutes	0 Days, 0 Hours, 0 Minutes	9
33013		31 Days, 5 Hours, 30 Minutes	0 Days, 0 Hours, 0 Minutes	1
33014		15 Days, 4 Hours, 45 Minutes	0 Days, 0 Hours, 0 Minutes	4
33032		37 Days, 3 Hours, 45 Minutes	0 Days, 0 Hours, 0 Minutes	4
33035		13 Days, 7 Hours, 15 Minutes	0 Days, 0 Hours, 0 Minutes	10
33053		13 Days, 6 Hours, 45 Minutes	0 Days, 0 Hours, 0 Minutes	2
33057		9 Days, 0 Hours, 35 Minutes	0 Days, 0 Hours, 0 Minutes	7
33057		13 Days, 6 Hours, 7 Minutes	1 Days, 1 Hours, 15 Minutes	10
33060		28 Days, 7 Hours, 50 Minutes	0 Days, 0 Hours, 0 Minutes	3
33069		3 Days, 1 Hours, 28 Minutes	0 Days, 0 Hours, 0 Minutes	7

Total Rows :10

| ← Back | 🖨 Print | 💾 Export |

Approving/Rejecting
an Employee Leave by a Manager

▸ **Manager's Tasks** ▸ **Leaves**

Filtering Criteria

Type:	All ▾		Status:	Status Type ▾

From Date:			To Date:	

Employees:	All ▾			

- [ ] ⊗
- [x] Pending Approval
- [ ] Approved By Manager
- [ ] Rejected By Manager
- [ ] Approved By HR
- [ ] Rejected By HR
- [ ] Posted
- [x] Approved By Section Head
- [x] Rejected By Section Head
- [x] Approved By Department Head
- [x] Rejected By Department Head

🔍 Search

Employees Leaves

☑	Employee ID ⇕	Name ⇕	Type ⇕	From Hour ⇕	Status ⇕
☑	3305		Private Leave	08:00 AM	Pending Approval

✔ Approve   ⊗ Reject   ◐ Pending

Total Rows :1

🖨 Print   💾 Export

1. **Enter Filtering Criteria and click on the Search button to view your employees' leaves**
2. **Select an employee leave and then click the Approve, Reject or Pending button to approve, reject or send back to employee (reset to pending state) the selected leave respectively**
   observe the Status value change after clicking the button

Accessing the Fingerprint Feature By Managers

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Matching the entered employees leaves with the actual fingerprint

You may access the Match Leaves feature by clicking the Match Leaves button in the Fingerprint page

⚙ Match Leaves

▸ Manager's Tasks ▸ Employees Fingerprint ▸ Match Leaves

Filtering Criteria

| From Date : | 01-01-2019 | | To Date : | 06-01-2019 |
| Employees: | All ▾ | | Status: | Needs to Enter Leaves ▾ |

🔎 Search

(1 of 2) ⏮ ◀◀ **1** 2 ▶▶ ⏭ 10 ▾

Employee ID ⇕	Name ⇕	Leaves Date ⇕	Fingerprint Minutes ⇕	Fingerprint Overtime Minutes ⇕	Fingerprint Leaves Minutes ⇕	Unrejected Leaves Minutes ⇕	Unentered Leaves Minutes ⇕	Work Hours ⇕	Weekend ⇕	Holiday ⇕	Status ⇕
3306		2019-01-02	458	0	22	0	22	08:00 AM - 04:00 PM	NO	NO	Needs to Enter Leaves
3307		2019-01-03	382	0	98	0	98	08:00 AM - 04:00 PM	NO	NO	Needs to Enter Leaves
3307		2019-01-02	476	0	4	0	4	08:00 AM - 04:00 PM	NO	NO	Needs to Enter Leaves
3307		2019-01-03	321	0	159	0	159	08:00 AM - 04:00 PM	NO	NO	Needs to Enter Leaves

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Matching the entered employees vacations with the actual fingerprint

You may access the Match Vacations feature by <u>clicking</u> the Match Vacations button in the Fingerprint page

⚙ Match Vacations

▸ Manager's Tasks ▸ Employees Fingerprint ▸ Match Vacations

Filtering Criteria

From Date :	01-01-2019	To Date :	06-01-2019
Employees:	All	Status:	Needs to Enter a Vacation

🔎 Search

(1 of 4) | ◁◁ | ◁◁ | **1** | 2 | 3 | 4 | ▷▷ | ▷| | 10

Employee ID ⇕	Name ⇕	Date ⇕	Fingerprint Minutes ⇕	Work Hours ⇕	Weekend ⇕	Holiday ⇕	Status ⇕
33061		2019-01-01	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation
33061		2019-01-06	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation
33070		2019-01-01	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation
33070		2019-01-06	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation
33073		2019-01-01	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation
33073		2019-01-02	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation
33073		2019-01-06	0	08:00 AM - 04:00 PM	NO	NO	Needs to Enter a Vacation

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Vacations, Leaves and Fingerprint Review by Secretaries

Accessing the Vacation, Leaves and Fingerprint Features from the Secretary's Account

1

My Affairs	**My Tasks**

2

Vacations	Leaves	Fingerprint

▸ Manager's Tasks   ▸ Vacations

Filtering Criteria

Type:	Yearly ▾		Status:	Status Type ▾

☐ ✕

- ☑ Pending Approval
- ☑ Approved By Manager
- ☐ Rejected By Manager
- ☑ Approved By HR
- ☐ Rejected By HR
- ☐ Posted
- ☑ Approved By Section Head
- ☑ Rejected By Section Head
- ☑ Approved By Department He
- ☑ Rejected By Department Hea

From Date:			To Date:

Employees:	All ▾

🔍 Search

Employees Vacations

Employee ID ⇕	Name ⇕	Type ⇕	From Date ⇕		Status ⇕
3306			2018-10-31		Approved By HR
3306			2018-10-24		Approved By HR
330707	Rawan Ahmad Mohammad Al Sutari	Sick	2018-10-31		Approved By HR

Total Rows :3

🖨 Print   📄 Export   Employees Vacations Balance Report

Reviewing Employees Vacations, Leaves and Fingerprint by a Secretary

- **Click** on the **My Tasks** Tab
- **Click** on the **Leaves, Vacations** or **Fingerprint** button
- **Enter** Filtering Criteria
- **Click** on the **Search** button
- **Review** the results

- Secretaries <u>may only view</u> the records of the employees in their corresponding school or department
- They <u>cannot approve or reject</u> an employee vacation or leave
- Their role is to <u>remind</u> their managers to <u>approve or reject</u> any employee leave or vacation with a **Pending Approval** status
- They should also <u>remind</u> employees <u>to enter their taken leaves and vacations</u> as found from the **match vacations and leaves** results

Vacations	Leaves	Fingerprint

▸ Manager's Tasks ▸ Employees Fingerprint

Filtering Criteria

Type:	Type		Status:	All
From Date :	01-01-2019		To Date :	06-01-2019
Employees:	All			

Search

Employees Fingerprint

(1 of 5) | ◄◄ | ◄ | **1** | 2 | 3 | 4 | 5 | ►► | ►| | 10 ▼

Employee ID ⇕	Name ⇕	Transaction Date ⇕	From Date ⇕	From Time ⇕	To Date ⇕	To Time ⇕	Minutes ⇕	Type ⇕	Status ⇕
33		2019-01-06	2019-01-06	07:58	2019-01-06	13:05	307	At Office	Success
33		2019-01-06	2019-01-06	07:30	2019-01-06	15:28	478	At Office	Success
33		2019-01-06	2019-01-06	07:39	2019-01-06	15:36	477	At Office	Success
33		2019-01-06	2019-01-06	07:32	2019-01-06	15:32	480	At Office	Success
33		2019-01-06	2019-01-06	15:32	2019-01-06	15:54	22	Overtime After Work	Success
33		2019-01-06	2019-01-06	08:07	2019-01-06	16:01	474	At Office	Success
33		2019-01-06	2019-01-06	07:32	2019-01-06	15:32	480	At Office	Success
33		2019-01-06	2019-01-06	15:32	2019-01-06	16:03	31	Overtime After Work	Success
33		2019-01-06	2019-01-06	08:59	2019-01-06	16:05	426	At Office	Success
33		2019-01-06	2019-01-06	08:59	2019-01-06	16:10	431	At Office	Success

Total Rows: 49

⚙ Match Leaves	⚙ Match Vacations	🖨 Print	💾 Export

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.

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