



MyGJU Tutorial

HR & Payroll from MyGJU Portal

Dr. Feras Al-Hawari

Employee Login to the MyGJU Portal

<https://mygju.gju.edu.jo>

1. Type the **MyGJU URL** in your browser



الجامعة الألمانية الأردنية
German Jordanian University



Username:

mygju.email

Password:

.....

Login as Student

Login as Employee

Please enter your GJU Email credentials to login

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

3. Enter your **GJU Email password**

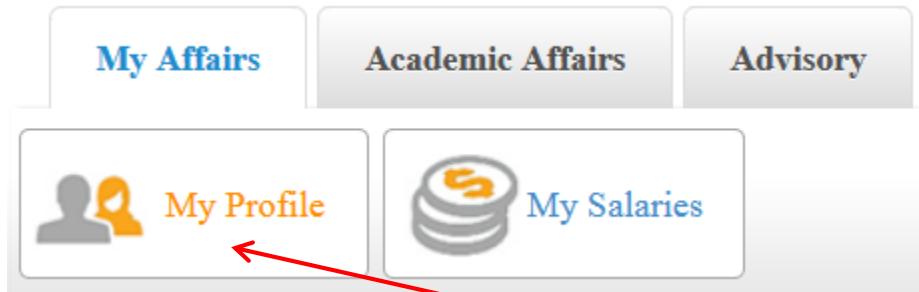
Login Notes

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

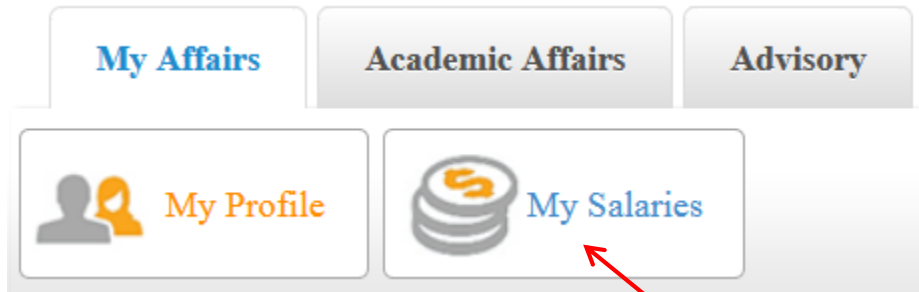
Accessing your HR Data



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

My Affairs Academic Affairs A

My Profile My Salaries

My Affairs > My Salaries > Select Month

Filtering Criteria



Year: * 2017

Month: * March

View Salary

Viewing a Salary Slip

My Affairs Academic Affairs A

 My Profile  My Salaries

▸ My Affairs ▸ My Salaries ▸ **Select Month**

Filtering Criteria

Year: *

Month: *

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

Note: 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

Language Preferences

1. Go to the Preferences Tab
2. Click the Translate to Arabic button to get the Arabic screen

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

Translate to Arabic

My Affairs My Salaries Select Month

Filtering Criteria

Year: * 2017
Month: * March

View Salary

التفضيلات مهام العميد الارشاد الشؤون الاكاديمية شؤوني

ترجم الى الانجليزي

شؤوني رواتبي اختر الشهر

معايير البحث

السنة: * 2017
الشهر: * آذار

عرض الراتب



Thank You