

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

🛈 🔒 https://mygju.gju.edu.jo/faces/index.xhtml		💟 🚖	Q Search
MyGJU		لمانية الأردنية German Jo	الجامعة الأ ordanian University
	Username: Enter Username Password: Enter Password Login as Student Login as Employee Please enter your GJU Email credentials to login		



Managing Vacation/Leaves and Viewing Your Fingerprint Records



Accessing Your Profile Information (1)





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 Inform	nation
Job Titles	Leaves	Banks Accoun	<u>ts</u>

Promotions Commissions **Family Members**

Health Insurance

Vacations Vacations Balance Fingerprint Work Hours

Deductions Definitions Allowances Definitions **Full Profile**

- 1. <u>Click</u> on the Leaves link to manage your leaves
- 2. <u>Click</u> on the Vacations link to manage your vacations
- 3. <u>Click</u> on the Vacations Balance link to view your balance
- Click on the Fingerprint link to view your fingerprint records 4.



Managing Your Leaves

From	Date :	All Official Leave		To D	late :			
		Private Leave	_	Q	Search			
				Empl	oyee Leaves			
				(1 of 1)		5 ~		
	Туре 🗘		Date 🗘	Fro	m Hour	To Hour	Status 🗘	Dedu Fron Salar
	Private Leave	2018-02-	01	08:00 AM		09:00 AM	Rejected By HR	NO
•	Private Leave	2018-03-	14	08:00 AM		08:25 AM	Pending Approval	NO
\bigcirc	Private Leave	2018-03-	21	07:30 AM		03:30 PM	Posted	NO
	Official Leave	2018-03-	27	07:30 AM		07:50 AM	Rejected By Manager	YES
	Private Leave	2018-04-	01	04:00 PM		08:00 PM	Posted	NO
12	Edit	- Delete						

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



Adding or Editing a Leave

▶ My Affairs ▶ My Profile ▶ Leaves ▶ Add Leave

Leave Information			
Туре: *	Private Leave		
Request Date:	2018-04-30		
Leave Date: *	2018-05-02		
From Hour:	08 • 00 • AM •		
To Hour:	09 • 00 • AM •		information and then
Place:	Home		<u>click</u> on the Save
Deduct From Salary:			button
Note(s):		∧	
Save	Cancel		
8	D)r. Feras Al-Hawari	10/12/2019



Managing Your Vacations



- 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



Managing Your Yearly Vacations

Filter	ring Criteria							
Туре	: All)		Status T	ype: All	l	•	
From	a Date : All			To Date	:			
	Yearly Sick Sick 8-30 Days		P Vogely	Search				
	Official			vacatio				
	Administrative	(1 of	1)		» N 2 V			
	Vacatio Incidental Paid 5 Days Incidental Unpaid 21 Days	\$	To Date	\$	No. of Days	Place 🗘	Status 🗘	Deduct From Salary
P	Yearly 2018-04-26		2018-04-29		4		Pending Approval	NO
	Yearly 2018-04-16		2018-04-16		1		Posted	NO
~	Edit – Delete							
Total R	ows: 2							
+	Back + Add							
	1. <u>Enter</u> Filtering Criteria and	click	on the Se	arch t	outton to vi	ew your c	orresponding vac	ations

- 2. <u>Select</u> a vacation and then <u>click</u> the Edit or Delete button to edit or delete the selected vacation
- 3. <u>Click</u> on the Add button to add a new Yearly, Official or Administrative vacation



Adding or Editing a Yearly Vacation

My Affairs My Profile Vacations Vearly Vacations Add Yearly Vacation

Vacation Information	a	
Туре: *	Yearly	
Request Date:		
From Date: *	2018-05-03	
To Date: *	2018-05-03	
No. of Days:	1	Fill the vacation
Place:	Home	information and then
Deduct From Salary:		buttop
Notes:		Dutton
🖬 Save 🖉 Ø	Cancel	



Viewing Your Vacations Balance



ρ Search

Vacations Balance								
Yea	arly	S	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

12



Viewing Your Fingerprint Records



	Fingerprint Transactions								
			(1 of 1)	IN (N)	▶> ►1 4 N	~			
Transaction Date ≎	From Date 🗘	From Time 🗘	To Date 🗘	To Time 🗘	Minutes 🗘	Туре 🗘	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 Le	eaves 🛛 🔹 N	Natch Vacations	📮 Print	Expo	ort			



Match Leaves





Match Vacations

← Back	 Match Leaves 	Match Vacations Print	t Export		
Filtering Criteria					
From Date :	01-01-2019	То С	Date : 06-01-2	2019	
		م ۲	earch		
		(1 of 1) 🛛 🛤 🤜	1 >> >1 6	i v	
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 🔳 Ex	port			
15		Dr. Firas	Al-Hawari		10/12/2019



Vacations/Leaves Approval and Fingerprint Features for Managers



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 <u>lower role may not approve or reject</u> a vacation or leave, if it is approved or rejected by a user with a <u>higher role</u>
- 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	s	es Stud	y Plans G	rades Submission	Evaluations	Advisors
Registration State	us Student D	etails 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	Acad	lemic Affairs	Chair's T	asks			
Course Sections	s	Course	es	Study Plans	Grades Submission	Evaluations	Advisors
Registration Stat	tus	Student D	etails	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 Man	ager's Tasks		
Vacations	Leaves	Fingerprint	
A Director, Director A may access the vac	Assistant or Sectic ations, leaves and	n Head fingerprint features from the Manag	er's Tasks Tab
18		Dr. Firas Al-Hawari	10/12/201



Approving/Rejecting an Employee Vacation by a Manager

Manager's Tasks
Vacations

Туре:	All	•	Stat	sus:	tatus Type 🔹	8	
From Date:			То Г	Date:	Pending Approval	^	
Employees:	All		/		 Approved By Manager Rejected By Manager 	16	
		/	🔎 🔺 Searc	:h	Approved By HR	- 11	
			Employees Va	acations	Rejected By HR	10	
	Employee ID	Name 🗘	Type ≎	From Da	PostedApproved By Section He	ad	Status ≎
	3301		at Yearly	2018-11-	Rejected By Section Heat	d	Approved By Manager
	3305		Yearly	2018-11-	 Approved By Department Rejected By Department 	nt Hea t Hea(🗸 📃	Approved By Manager
	3306		ll Yearly	2018-11- <		>	Approved By Manager
Approve	8 Reject	Pending					
tal Rows 3	E Export	Employees Vacatio	ns Balance Report				

2. <u>Select</u> an employee vacation and then <u>click</u> 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

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

Employees Vacat	tions Balance Repor	t				
	Vacations	Leaves	Fingerprint			
	 Manager's Tasks Mittering Criteria Year: * 	/acations → Employees Vacat	cions Balance Report	iearch		
			Employees Availab	ole Vacations Balance		
	Employee ID 💠	Name	e 🗘	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

Dr. Firas Al-Hawari

13 Days, 6 Hours, 45 Minutes

9 Days, 0 Hours, 35 Minutes

13 Days, 6 Hours, 7 Minutes

28 Days, 7 Hours, 50 Minutes

3 Days, 1 Hours, 28 Minutes

0 Days, 0 Hours, 0 Minutes

0 Days, 0 Hours, 0 Minutes

1 Days, 1 Hours, 15 Minutes

0 Days, 0 Hours, 0 Minutes

0 Days, 0 Hours, 0 Minutes

2

10

3

7

33053

33057

33057

33060

33069

+

Total Rows :10

Back

Print

Export



Approving/Rejecting an Employee Leave by a Manager

▶ Manager's Tasks ▶ Leaves

Filtering Criteria			
Туре:	All	Status:	Status Type
From Date:		To Date:	8
Employees:	All		Pending Approval Approved By Manager
		🔎 🛉 Search	Rejected By Manager
		Employees Leaves	Rejected By HR
✓ Employee ID \$	Name ≎	Type 🗘 From Hour	 ♀ Posted ▲ Approved By Section Head Status ♀
330:		Private Leave 08:00 AM	Rejected By Section Head Pending Approval
Approve	8 Reject 🗨 🛛 Pending 🗨		✓ Approved By Department Hea ✓ Rejected By Department Head
fotal Rows :1	Export		

- 1. Enter Filtering Criteria and click on the Search button to view your employees' leaves
- 2. <u>Select</u> an employee leave and then <u>click</u> 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

Course Section	ons	Courses		Study Plans	Grades	Submission	Evaluati	ons	Advisors	
Registration St	atus	Student Det	tails Em	ail to Students	Vac	ations	Leave	5	Fingerprint	\supset
Manager's Task	ts ⊁ Empl	loyees Fingerprin	it							
iltering Criteria										
fype:	Туре	2	*		Status:	All	•			
From Date :	01-0	1-2019			To Date :	06-01-2019	9			
Employees:	All		•							
				P	Search					
			(1 of 4)	Emplo	oyees Fingerpri	nt				
Employee ID	N	Name 🗘	(1 of 4) Transaction Date ✿	Emple I I I I I I I I I I I I I I I I I I I	Trom Time	nt 10 To Date 💠	✓ To Time ≎	Minutes	Туре 🗘	Status
Employee ID	N	lame ≎	(1 of 4) Transaction Date ♀ 2019-01-06	Emple From Date 2019-01-06	From Time	nt 10 To Date \$	To Time \$	Minutes \$	Type ≎ At Office	Status \$
Employee ID	N	łame ≎	(1 of 4) Transaction Date ≎ 2019-01-06 2019-01-03	Emple From Date 2019-01-06 2019-01-03	oyees Fingerpri	nt 10	To Time \$	Minutes \$ 0 382	Type \$ At Office At Office	Status \$ Wrong Success
Employee ID \$ 33061 33070 33071	N	lame 🗘	(1 of 4) Transaction Date \$ 2019-01-06 2019-01-03 2019-01-03	Emple From Date 2019-01-06 2019-01-03 2019-01-03	From Time 08:12 07:31 08:44	nt 10 To Date \$ 2019-01-03 2019-01-03	To Time \$ 13:53 14:05	Minutes \$ 0 382 321	Type 🗘 At Office At Office At Office	Status
Employee ID \$33061 33070 33071 33071	N	Jame 🗘	(1 of 4) Transaction Date ♦ 2019-01-06 2019-01-03 2019-01-03	Emple ** ** ** 2019-01-06 2019-01-03 2019-01-03 2019-01-03	Prom Time 08:12 07:31 08:44 09:03	nt 10 To Date \$ 2019-01-03 2019-01-03 2019-01-03	✓ To Time ≎ 13:53 14:05 14:34	Minutes	Type 🗢 At Office At Office At Office At Office	Status
Employee ID 33061 33070 33071 33057	N	Jame 🗘	(1 of 4) Transaction Date ♦ 2019-01-06 2019-01-03 2019-01-03 2019-01-03	Emple ** ** ** 2019-01-06 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Oyees Fingerpri 2 3 4 From Time ♦ 08:12 07:31 08:44 09:03 07:28	nt To Date 2019-01-03 2019-01-03 2019-01-03 2019-01-03	▼ To Time \$ 13:53 14:05 14:34 07:30	Minutes	Type 🗢 At Office At Office At Office At Office Overtime Before Work	Status
Employee ID 33061 33070 33071 33057 33057	N	lame 🗢	(1 of 4) Transaction Date \$ 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Emple ** ** ** 2019-01-06 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Prom Time 08:12 07:31 08:44 09:03 07:28 07:30	nt To Date 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	✓ To Time ≎ 13:53 14:05 14:34 07:30 15:26	Minutes	Type \$ At Office At Office At Office At Office Overtime Before Work At Office	Status
Employee ID 33061 33070 33077 33077 33057 33057 33043	N	lame ≎	(1 of 4) Transaction Date \$ 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Emple ** ** ** From Date 2019-01-06 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Term 1 2 4 From Time • 08:12 07:31 08:44 09:03 07:28 07:30 08:03 -	nt To Date 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	✓ To Time ≎ 13:53 14:05 14:34 07:30 15:26 15:27	Minutes	Type \$ At Office At Office At Office At Office Overtime Before Work At Office At Office	Status ♦ Wrong Success
Employee ID \$ 33061 33070 33071 33075 33057 33057 33041 33065	N	lame 🗘	(1 of 4) Transaction Date \$ 2019-01-06 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Emple From Date 2019-01-06 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Overses Fingerpri 2 3 4 From Time • 08:12 07:31 08:44 09:03 07:28 07:28 07:30 08:03 07:32 07:32	nt To Date 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	▼ To Time 13:53 14:05 14:34 07:30 15:26 15:27 15:28	Minutes	Type At Office At Office At Office At Office Overtime Before Work At Office At Office At Office	Status Wrong Success
Employee ID 33061 33070 33071 33057 33055 33043 33065 33055	Ν	Jame 🗢	(1 of 4) Transaction Date \$ 2019-01-06 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	Emple ************************************	Overses Fingerpri 2 3 4 From Time 08:12 0 08:44 09:03 07:28 07:30 08:03 07:32 10:44 10:44	nt To Date 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03 2019-01-03	▼ To Time \$ 13:53 14:05 14:34 07:30 15:26 15:27 15:28 15:52	Minutes	Type At Office At Office At Office At Office At Office At Office At Office At Office At Office	Status Wrong Success Success



Matching the entered employees leaves with the actual fingerprint

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

* N	latch Leav	es										
▶ Manager'	s Tasks 🕨 I	Empl	oyees Fingerpi	rint → Match	Leaves							
Filtering C	riteria											
From Date	e: (01-0	1-2019			To I	Date :	06-01-2019				
Employee	s:	All		-		Stat	tus:	Needs to Enter	Leaves			
						م Sea	arch					
					(1 of 2)	14 <4 1	2					
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

الجامعة الألمانية الأردنية 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

 Mata Manager' 	ch Vacations 🗲 's Tasks 🕨 Employ	ees Fingerprint	t → Match Vacat	ions				
Filtering C	riteria							
From Date	e: 01-01-2	2019		To D	ate : 06-01-2019			
Employee	s: All		•	Statu	us: Needs to Er	nter a Vacation	•	
				م s	earch			
			(1 of 4)	14 <4 1	2 3 4 >> >1	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
							1	



Vacations, Leaves and Fingerprint Review by Secretaries



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

My Affairs	My Tasks						
2 Vacations	Leaves	Fingerprint					
Manager's Tasks iltering Criteria	▶ Vacations						
уре:	Yearly		Status:	Status	туре 🔹	8	
rom Date: Employees:	All		To Date:	>	Pending Approval Approved By Manager	^	
		٩	Search		Rejected By Manager Approved By HR		
		Empl	oyees Vacations		Rejected By HR		
mployee ID 💠	Name 🗘	Туре 🗘	From Date \$	✓	Posted Approved By Section Head		Status ≎ Approved By HR
306			2018-10-24	~	Rejected By Section Head		Approved By HR
307		OTOK	2018-10-31	•	Approved By Department He	ei i	Approved By HR
				<	Rejected By Department Hea	a 🗸	
tal Rows :3							
Print	Export Employees V	acations Balance Rep	ort				

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الجامعة الألمانية الأردنية German Jordanian University

Reviewing Employees

- Vacations, Leaves and Fingerprint by a Secretary
- <u>Click</u> on the My Tasks Tab
 <u>Click</u> on the Leaves, Vacations or Fingerprint button
- Enter Filtering Criteria
- <u>Click</u> on the <u>Search</u> 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</u> <u>taken leaves and vacations</u> as found from the match vacations and leaves results

Vacations	Leaves	Fingerprint	J	
Manager's Tasks	Employees Fingerprint			
iltering Criteria				
ype:	Туре 🔻		Status:	All
rom Date :	01-01-2019		To Date :	06-01-2019
mployees:	All	•		

Employees Fingerprint												
		(1 of 5)	I4 <4 1	2 3 4 5	► ►I	10 🗸						
imployee ID	Name 🗘	Transaction Date ≎	From Date	From Time	To Date 💲	To Time 🗘	Minutes \$	Type 🗘	Status \$			
3		2019-01-06	2019-01-06	07:58	2019-01-06	13:05	307	At Office	Succes			
3		2019-01-06	2019-01-06	07:30	2019-01-06	15:28	478	At Office	Succes			
3		2019-01-06	2019-01-06	07:39	2019-01-06	15:36	477	At Office	Succes			
3		2019-01-06	2019-01-06	07:32	2019-01-06	15:32	480	At Office	Succes			
3		2019-01-06	2019-01-06	15:32	2019-01-06	15:54	22	Overtime After Work	Succes			
3		2019-01-06	2019-01-06	08:07	2019-01-06	16:01	474	At Office	Succes			
3		2019-01-06	2019-01-06	07:32	2019-01-06	15:32	480	At Office	Succes			
3		2019-01-06	2019-01-06	15:32	2019-01-06	16:03	31	Overtime After Work	Succes			
3		2019-01-06	2019-01-06	08:59	2019-01-06	16:05	426	At Office	Succes			
3		2019-01-06	2019-01-06	08:59	2019-01-06	16:10	431	At Office	Succes			



References

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