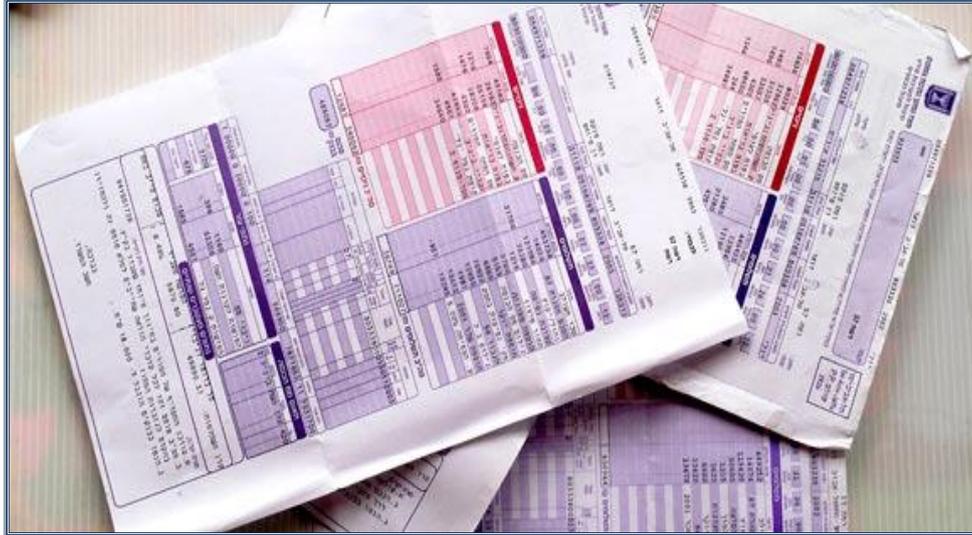


THE HEBREW UNIVERSITY OF JERUSALEM

VIEWING ONLINE SALARY SLIPS AND FORM 106

USER GUIDE



JUNE 2015

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a. BACKGROUND

1. As part of the process of digitization and improving the service provided by the Human Resources Department, salary slips may be viewed and retrieved online as of the salary slips for January 2014, and Form 106 as of 2013.
2. Attached is a guide to use of the site.
3. To enter the site, press <https://www.huji.ac.il/mysalary>.

b. LOGGING IN TO THE SYSTEM

Login screen:

Important Points:

1. Company: Fixed number – 6500
2. Identity card no.: Identity number from the Ministry of Interior Affairs, including control digit (the number is identical to the one for logging in to the system for declarations of illness and reserve duty).
3. Password: Password to log in to the Human Resources system (the password is identical to the password for logging in to the system for declarations of illness and reserve duty).
4. Forgot your password? In the event that you do not remember the password, you can click on [שכחת סיסמא?](#), and upon simple identification a new password will be sent to your personal email address (the password will be sent from the address: DoNotReply@malam-payroll.com)
5. After entering the data, press the [כניסה](#) button

c. FORGOT YOUR PASSWORD?

1. Upon logging in to the system for the first time each staff member will be asked to enter his/her email address, cell-phone number and an identification question for retrieving the password.
2. The email address and the mobile phone number will be used for responding.
3. In order to retrieve a password, the following fields must be filled:

- * Company **חברה** : 6500
- * Employee number: **מס' עובד** Identity number from the Ministry of Interior Affairs, including control digit. (the number is identical to the one for logging in to the system for declarations of illness and reserve duty)
- * Option for Identification Date of birth **תאריך לידה** , or identification question

4. After pressing the **לחץ לשחזור סיסמא** button, a new password will be sent to your email address.

שחזור סיסמא

לצורך שחזור סיסמתך במייל, אנא מלא את הפרטים הבאים

חברה *

מס' עובד *

אנא בחר שיטת הזדהות (תאריך לידה/שאלת אימות)

תאריך לידה

תאריך לידה *

שאלת אימות

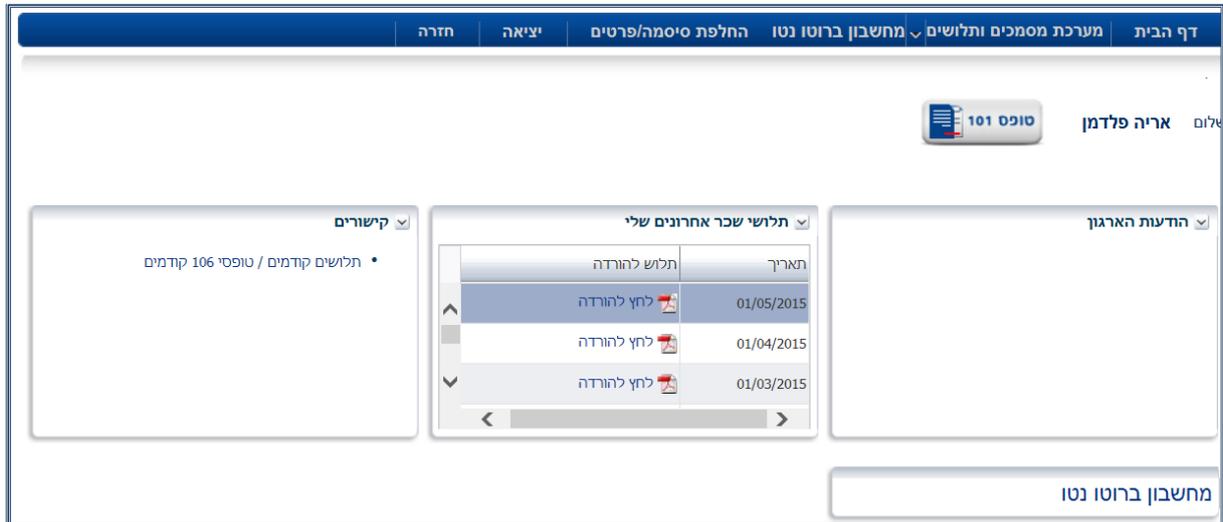
שאלת הזדהות * מהו שם בית הספר היסודי שלך?

תשובה

לחץ לשחזור סיסמא חזרה

d. VIEWING SALARY SLIPS AND FORM 106

1. It is possible to view and print your salary slips as of the salary slip of January 2014, or the month of commencement of employment (the later of the two), and Form 106, as of the form for the year 2013 or the year of joining the University (the latter of the two).



2. To view a salary slip, scroll down to the desired month and press  לחץ להורדה.
3. To view Form 106, press the link: [תלושים קודמים / טופסי 106 קודמים](#)
4. Press the **טופסי 106** Tab (see arrow)

מסמכי עובד

תלושים טופסי 106

עדכון אחרון	תאריך תוקף	כותרת	הצג
27/05/2015	01/05/2015	תלוש לחודש 05/2015	הצג
28/04/2015	01/04/2015	תלוש לחודש 04/2015	הצג
29/03/2015	01/03/2015	תלוש לחודש 03/2015	הצג
26/02/2015	01/02/2015	תלוש לחודש 02/2015	הצג
28/01/2015	01/01/2015	תלוש לחודש 01/2015	הצג
01/01/2015	01/12/2014	תלוש לחודש 12/2014	הצג
15/12/2014	01/11/2014	תלוש לחודש 11/2014	הצג

מסמכי עובד

תלושים טופסי 106

עדכון אחרון	תאריך תוקף	כותרת	הצג
23/03/2015	01/01/2014	טופס 106 שנת 2014	הצג
15/01/2015	01/01/2013	טופס 106 שנת 2013	הצג

e. TECHNICAL SUPPORT

1. Browsers: The system supports all the browsers in the last two versions only (Internet Explorer Version 8 and older are not supported).
2. Screen resolution: The system requires a minimum resolution of 1024x768.
3. To view salary slips, please download [Adobe Reader](#) to your computer.
4. The full link to the site: <https://www.huji.ac.il/mysalary>
5. The present version of the system does not support viewing of salary slips on mobile phones.
6. In the event of technical problems in accessing the system, or problems in opening files of salaries/form 106, please contact the computer person of the Unit.
7. In the event of any problem and/or question, you may contact the administrative assistants in the Unit or write to hr-online@savion.huji.ac.il