

THE HEBREW UNIVERSITY OF JERUSALEM

VIEWING SALARY SLIPS AND FORM 106 ONLINE

USER'S GUIDE



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Salary slips on-line – User's Guide

Page 1 of 7

CONTENTS

a.	Background	3
b.	Logging in to the system.....	4
c.	Forgot your password?	5
d.	Viewing salary slips and Form 106	6
e.	Technical support	7

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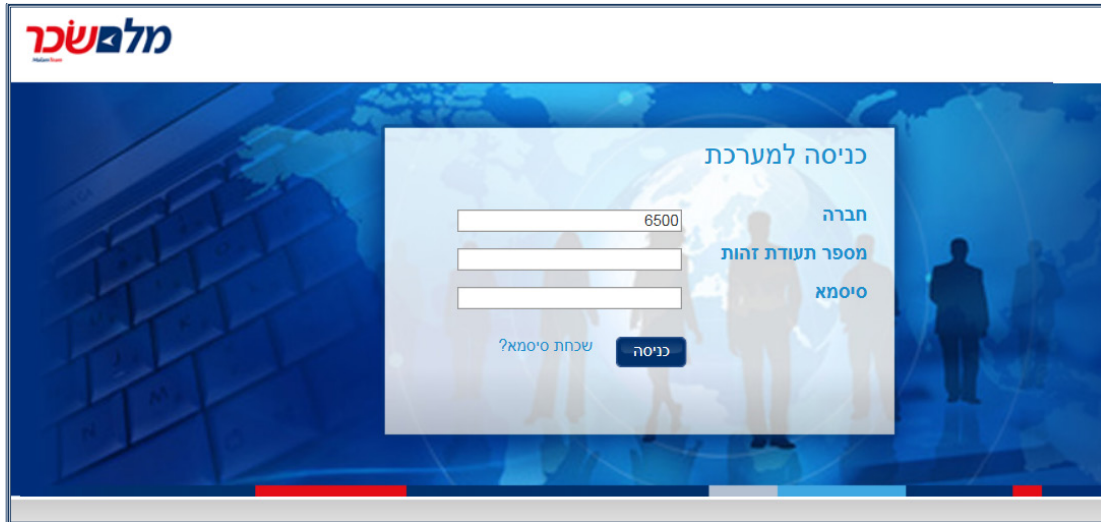
a. BACKGROUND

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 January 2014, and Form 106 as of 2013.
2. Attached is a guide to use of the site.
3. To enter the site, press [here](#).

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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 the Interior, including control digit
3. Password: Password issued by the Human Resources Department (it is important to note that this is a new secret code for log-in access to the Human Resources system only)
4. Forgot your password? In the event that you do not remember the password, click on the link, and upon a simple identification process, 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 **ENTRY** button

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c. FORGOT YOUR PASSWORD?

1. Upon logging in to the system for the first time, staff members will be asked to enter their email address, mobile 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: 6500
 - * Employee number: Identity number from the Ministry of the Interior, including control digit
 - * Option for Identification Date of birth or identification question
4. After pressing the **RETRIEVE PASSWORD** button, a new password will be sent to your email address.

d. VIEWING SALARY SLIPS AND FORM 106

1. It is possible to view and print your salary slip as 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 later of the two).

2. To view a salary slip, scroll down to the desired month and press **PRESS TO DOWNLOAD**.
3. To view Form 106, press the link: *** Previous salary slips/Previous Form 106**
4. Press the Tab **Form 106** (see arrow)

מסמכי עובד			
תלושים		טופסי 106	
הצג	תלוש לחודש	תאריך תוקף	עדכון אחרון
הצג	תלוש לחודש 05/2015	01/05/2015	27/05/2015
הצג	תלוש לחודש 04/2015	01/04/2015	28/04/2015
הצג	תלוש לחודש 03/2015	01/03/2015	29/03/2015
הצג	תלוש לחודש 02/2015	01/02/2015	26/02/2015
הצג	תלוש לחודש 01/2015	01/01/2015	28/01/2015
הצג	תלוש לחודש 12/2014	01/12/2014	01/01/2015
הצג	תלוש לחודש 11/2014	01/11/2014	15/12/2014

מסמכי עובד			
טפסי 106			תלויים
עדכון אחרון	תאריך תוקף	כותרת	
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 (no support is provided for Explorer browsers prior to Version 8).
2. Screen resolution: The system supports a minimum resolution of 768x1024.
3. To view salary slips, please upload [PDF 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 salary/form 106, please contact the Computer Support Center at 02-5883450 or by email: ithuji@savion.huji.ac.il
7. In the event of any problem and/or question, you can contact the administrative assistants in the Unit or write to hr-online@savion.huji.ac.il

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