THE HEBREW UNIVERSITY OF JERUSALEM

VIEWING ONLINE SALARY SLIPS AND FORM 106

USER GUIDE

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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](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 , 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 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:** 6500
   * **Employee number:** 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, or identification question
4. After pressing the **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 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 .

3. To view Form 106, press the link:

4. Press the Tab (see arrow)
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 salarys/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