



User Manual

Employee Compensation Scheme Application

The complete user guide for the e-ECSA Platform



Contents of this User Manual

This user manual is designed to provide guidance on the use of the Employee Compensation Scheme Application to ensure everyone has a wonderful user experience.

This document will cover all topics on:

1. Registering a new employer
2. Viewing all created employers
3. Approving an employer
4. Adding employees to an employer
5. Capturing employers payments
6. Creating a new claims and compensation notification
7. Viewing all claims and compensation notification
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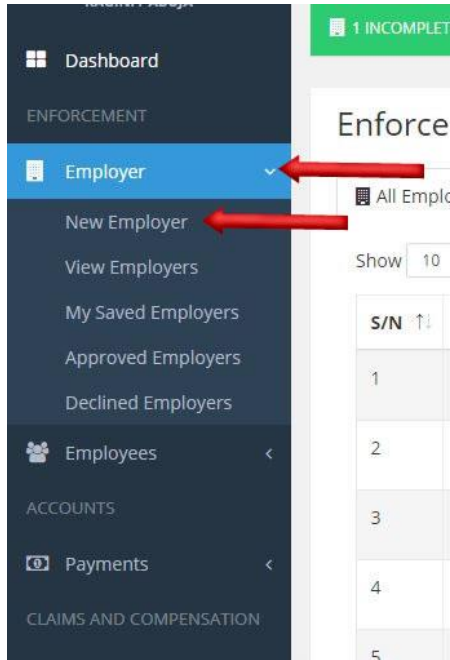
01

Employers & Employees Registration

How to register a new employer, approve the new employer, add employees to the employer

Capture Employers Information

Diagram 1



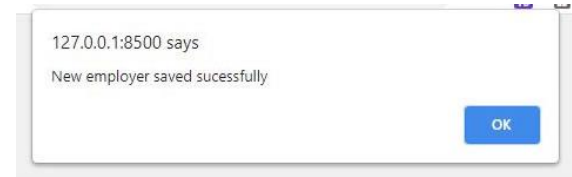
Click on the down arrow in the employer Menu and click on New Employer as Indicated in the diagram above

Diagram 2

The screenshot shows a form titled 'PARTICULARS OF EMPLOYER'. It contains several input fields with red asterisks indicating mandatory fields. The fields are: Employer Type (dropdown), Company Name, CAC Reg Date, Address, State (dropdown), Telephone 1, Business Sector (dropdown), RC Number, ECS Number, NTFP Reg Date, Postal Address, L.G.A. of Employer (dropdown), Telephone 2, Email, and Mode of Identity (dropdown). Below this is a section titled 'PARTICULARS OF CONTACT PERSON' with fields for Surname, First Name, Position, National Identification Number (NIN), and Mobile Number. At the bottom right, there is a 'Save Employer' button.

Fill all the inputs in the form, the items Marked in red * are mandatory and cannot be empty.

Diagram 3



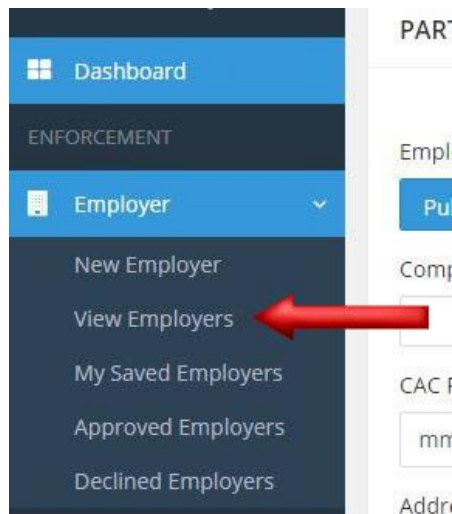
The notification to confirm that the New employer has been successfully saved

Note

All employers upon saving are checked to ensure there are no duplicate ECS number, no duplicate RC number and no duplicate email address.

Also all Final Approval users do not need approvals for the Data Captured since they are the approving authority.

Diagram 1



Click on the View Employers to display a list of all the employers captured in that branch (both approved and unapproved) so that the Final Approval can approve the unapproved employers

Approve Newly Captured Employers

Diagram 2

View Employer

Show 1 to 9 entries

Menu Item

S/N	Employer	ECS Number	RC Number	Business Type	Registered	Others
1	EEE	122222222	122111111	PUBLIC / PRIVATE LIMITED COMPANY	2021-03-04	MANAGE
2	EMERALD LIMITED	122222212	322119	PUBLIC / PRIVATE LIMITED COMPANY	2021-03-04	MANAGE
3	GRACE TECHNOLOGY LIMITED	10052441771	21134777	PARTNERSHIP	2021-03-01	MANAGE
4	GRACELAND NIGERIA LIMITED	0112312345	21134		2021-03-01	MANAGE
5	PETERSIDE LIMITED	122011341222	4231	Public / Private Limited Company	22 March, 2021	MANAGE
6	SAMPLE LIMITED	122232228	12211111	PUBLIC / PRIVATE LIMITED COMPANY	2021-03-01	MANAGE
7	SAMPLE NIGERIA LIMITED	1003250419	222	PUBLIC / PRIVATE LIMITED COMPANY	09 March, 2019	MANAGE
8	SCALABLES NIGERIA LIMITED	1001250319	7777	PUBLIC / PRIVATE LIMITED COMPANY	09 March, 2019	MANAGE
9	TRACEY NIGERIA LIMITED	1005441321	09877	Public / Private Limited Company	17 February, 2021	MANAGE

Showing 1 to 9 of 9 entries

Previous 1 Next

The drop down menu on the right has a list of operations that can be performed on each employer depending on their approval status. The operations include view details, edit employer details and delete employer. To approve employer information, you will need to view the employer information to ensure what is being approved is correct.

Diagram 3

PARTICULARS OF EMPLOYER

UNAPPROVED

Employer Type: Public / Private Limited Company

Company Name: PETERSIDE LIMITED

CAC Reg Date: 02/11/2021

Address: SUITE 36A SILLA ZIKA PLAZA, UTAKO

State: FCT

Telephone: 08077771717

Business Sector: Mining

RC Number: 4231

ECS Number: 122011341222

NSITF Reg Date: 09/22/2021

Postal Address: SUITE 36A SILLA ZIKA PLAZA, UTAKO

Local Govt Area: MUNICIPAL AREA COUNCIL

Telephone 2: 08077771717

Email: peterside@yahoo.com

PARTICULARS OF CONTACT PERSON

Surname: PETER

First Name: LEXE

Position: Managing Director

Identity Number: A122233222

Middle Name: SIDE

Phone: 08077771717

Mode of Identity: National Identity Card

BRANCH / REGION: KADUNA / ABUJA

[MANAGE](#) [APPROVE](#) [EDIT](#) [REVIEW](#)

The drop down list below provides the option to edit, approve or review (decline) employer details.

Diagram 1



Click on the Approved Employers to view a list of all the approved employers captured within your branch.

Note

Only approved employers will be displayed here so that further operations can be done.

Manage Approved Employers

Diagram 2

View Employer

Show 1 to 9 entries

Menu Item

S/N	T	Employer	ECS Number	RC Number	Business Type	Insured	Others
1	EEE		122222222	122111111	PUBLIC / PRIVATE LIMITED COMPANY	2021-03-04	MANAGE
2	EMERALD LIMITED		122222212	322119	PUBLIC / PRIVATE LIMITED COMPANY	2021-03-04	MANAGE
3	GRACE TECHNOLOGY LIMITED		10052441771	21134577	PARTNERSHIP	2021-03-01	MANAGE
4	GRACELAND NIGERIA LIMITED		0112312345	21134		2021-03-01	MANAGE
5	PETERSIDE LIMITED		122011341222	4231	Public / Private Limited Company	22 March, 2021	MANAGE
6	SAMPLE LIMITED		1222322228	12211111	PUBLIC / PRIVATE LIMITED COMPANY	2021-03-01	MANAGE
7	SAMPLE NIGERIA LIMITED		1005250419	222	PUBLIC / PRIVATE LIMITED COMPANY	09 March, 2019	MANAGE
8	SCALABLES NIGERIA LIMITED		1005250319	7777	PUBLIC / PRIVATE LIMITED COMPANY	09 March, 2019	MANAGE
9	TRACEY NIGERIA LIMITED		1005441321	09877	Public / Private Limited Company	17 February, 2021	MANAGE

Showing 1 to 9 of 9 entries

Previous 1 Next

The drop down menu on the right has a list of operations that can be performed on each employer depending on the user access privileges.

The operations include view details, edit employer details, add employees, view employees, make payments, view payments, and delete employer.

Diagram 3

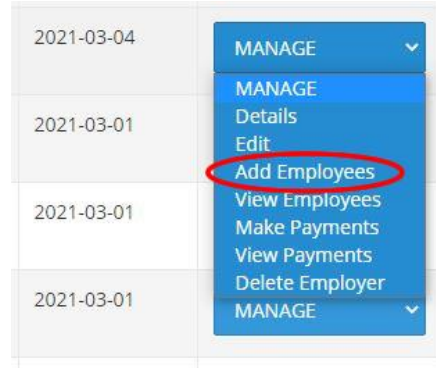
2021-03-04	MANAGE
2021-03-01	MANAGE Details Edit Add Employees View Employees Make Payments View Payments Delete Employer MANAGE
2021-03-01	MANAGE
2021-03-01	MANAGE
09 March, 2019	MANAGE

Only the branch managers can delete an approved employer. However before it is approved, it can only be deleted by the user that captured the employer details.

So let us add employees to the employer.

Adding Employees to An Approved Employer

Diagram 1



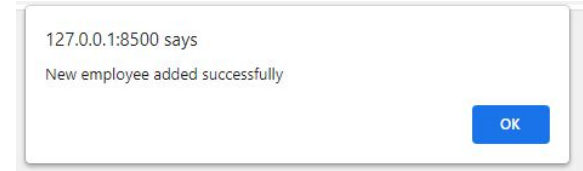
Employees can only be added to approved employers. Therefore on the drop down options to manage approved employers, we select the Add Employees option and it gives us the Add employee form as displayed in diagram 2.

The add employee form already has the ECS number of the employer.

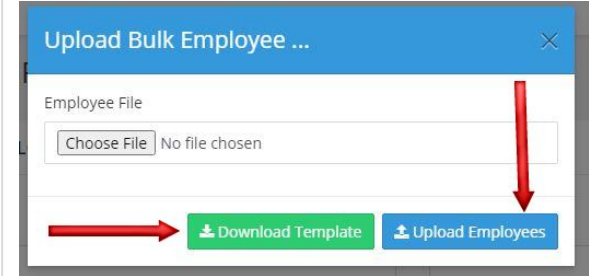
Diagram 2

The ECS number is circled and the form also has facilities for bulk employees upload. All mandatory fields are marked *

Diagram 3a & b



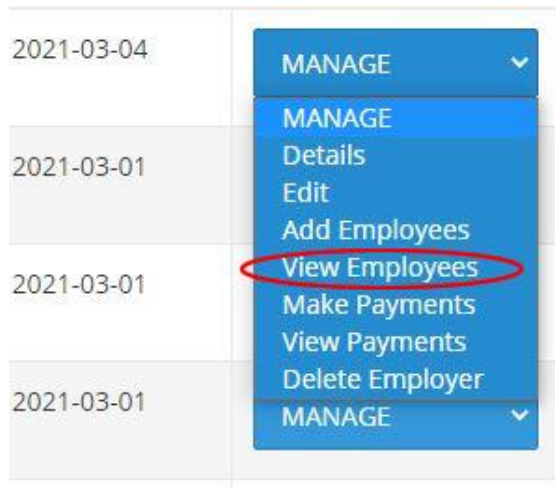
Upon filling the form correctly and completely and clicking the button "Save Employee" the employee is saved



Templates for the bulk employee upload can be gotten by clicking the "Download Template" button, fill and upload it.

Approving Employees for an Approved Employer

Diagram 1



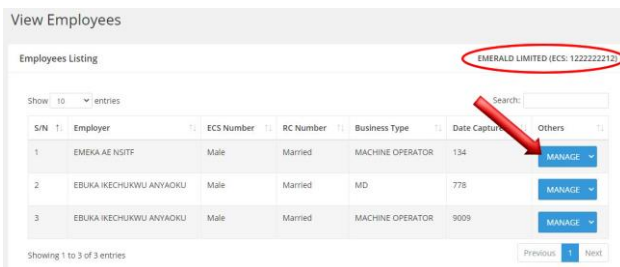
Employees can be approved either by going to the approved employer module, clicking manage and selecting “View Employees” as displayed above or by going to the employees menu, clicking “View Employees” as displayed in Diagram 2

Diagram 2



The first option will display all the employees for selected employer as seen below.

Diagram 3

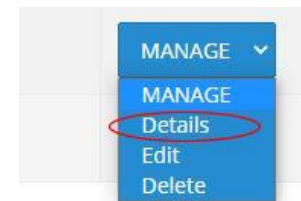


The second option will display all the employees captured within the branch. By using the second option, you will need to filter the employees by selecting the employer whose employees you wish to see as seen below.

Diagram 4

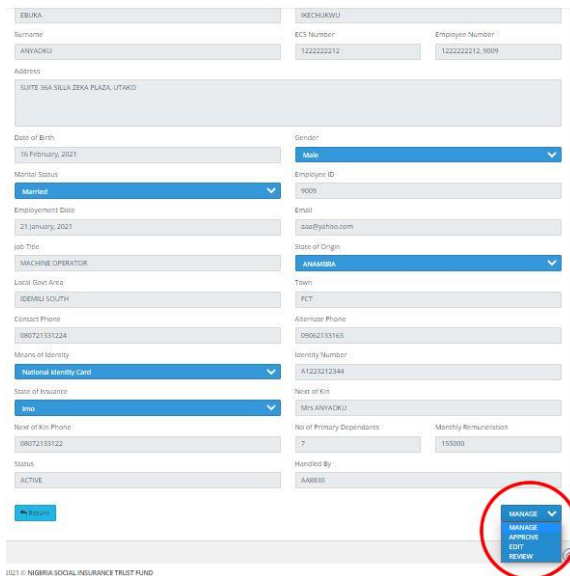


Diagram 5



For both options, click the “MANAGE” dropdown and select the “Details” from the dropdown menu and it will display all the employee details.

Diagram 1



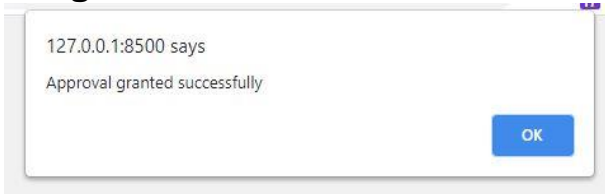
Employee details form showing various fields for personal and employment information. The form is divided into two columns. The left column includes fields for Surname, Address, Date of Birth, Marital Status, Employment Date, Job Title, Local Govt Area, Contact Phone, Means of Identity, State of Insurance, Next of Kin Phone, Status, and a dropdown menu. The right column includes fields for Employee Number, Employee ID, Email, State of Origin, Town, Alternate Phone, Identity Number, Next of Kin, No of Primary Dependents, Monthly Remuneration, and Handled By. The dropdown menu is highlighted with a red circle, showing options: MANAGE, MANAGE APPROVAL, EDIT, and REVIEW.

ESUKA	IKECHUKWU	
Surname	ECS Number	Employee Number
ANYACKU	122222212	122222212, 9009
Address		
SUITE 35A SILLA ZEXA PLAZA, UTAKO		
Date of Birth	Gender	
16 February, 2021	Male	
Marital Status	Employee ID	
Married	9009	
Employment Date	Email	
21 January, 2021	aaa@yahoo.com	
Job Title	State of Origin	
MACHINE OPERATOR	ANAMBRA	
Local Govt Area	Town	
IDEMILI SOUTH	ICT	
Contact Phone	Alternate Phone	
080721331224	09062133163	
Means of Identity	Identity Number	
National Identity Card	A12321212344	
State of Insurance	Next of Kin	
INS	Mrs ANYACKU	
Next of Kin Phone	No of Primary Dependents	Monthly Remuneration
08072133122	7	155000
Status	Handled By	
ACTIVE	ANBB30	

2021 © NIGERIA SOCIAL INSURANCE TRUST FUND

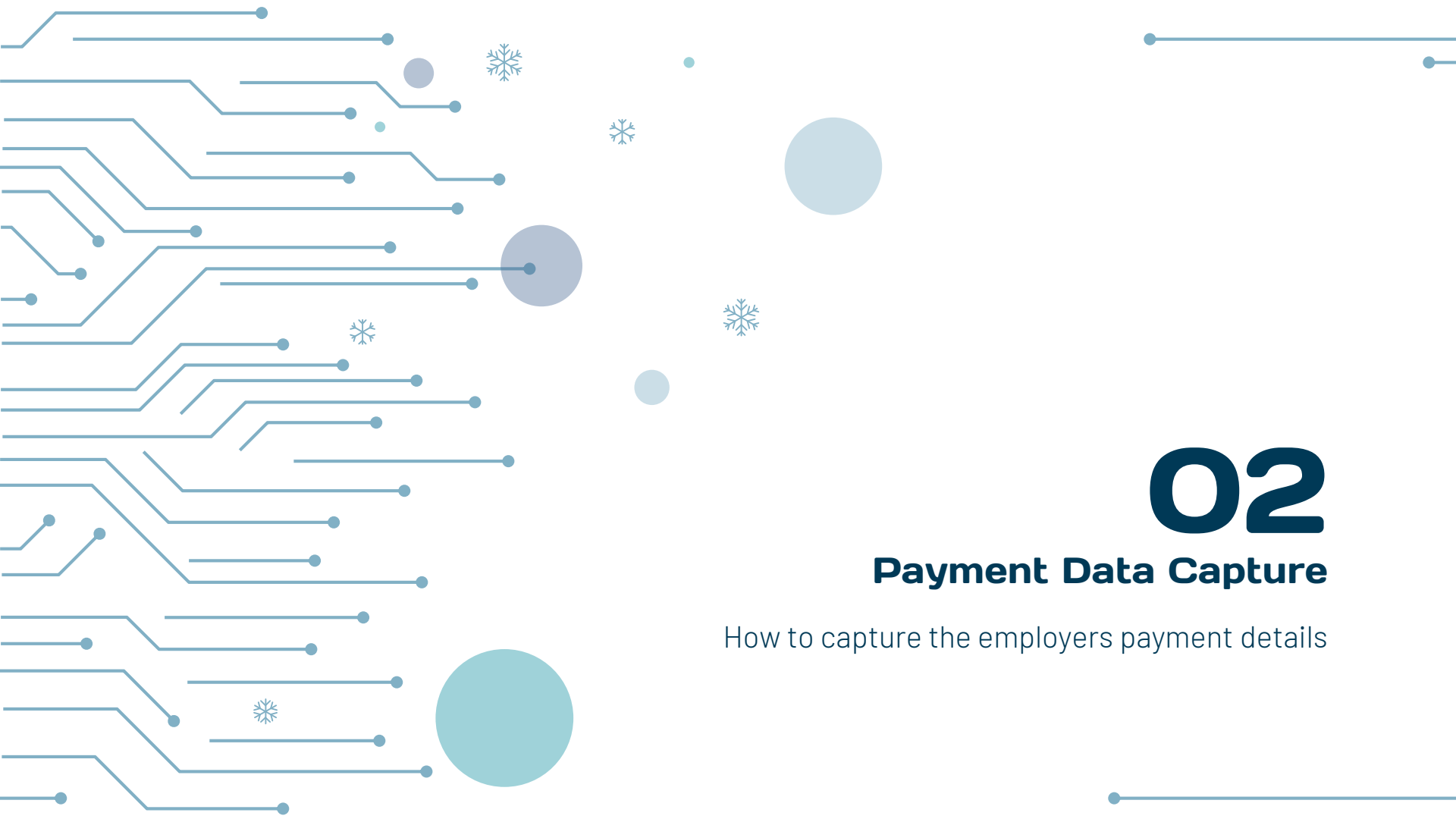
If the employee details are correct, then the user can select the approve option in the drop down menu to approve the employee record as seen in the diagram 1 above.

Diagram 2



If the employees details are complete, then the employee will be approved successfully.

End of Chapter 01



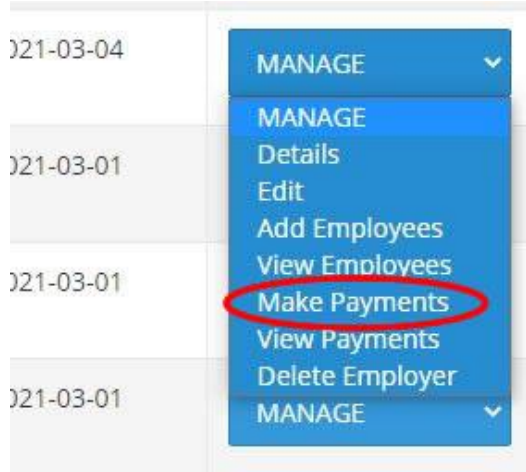
02

Payment Data Capture

How to capture the employers payment details

Capture Employers Payments

Diagram 1



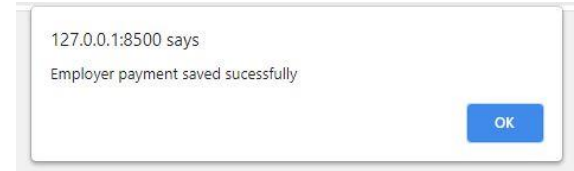
We capture employers payments by clicking on the drop down arrow for each approved employer, we then select the “Make Payments” option and the payment form is displayed as seen in the diagram 2 on the right.

Diagram 2

A screenshot of the 'PARTICULARS OF PAYMENT' form. The form is divided into sections: EMPLOYER INFORMATION, PAYERS INFORMATION, FINANCIAL INFORMATION, and PERIOD COVERED. Fields include Employer Name, Employer RC Number, Payer Name, Payer Phone Number, Amount Paid, Number of Employees Covered, Receipt / Token Number, Payment Date, Begin Date, and End Date. The 'Make Payments' button is highlighted in blue.

The form displays with pre-filled employers’ basic information so that the user only has to provide the payment information. Fill all the inputs in the form, the items Marked in red * are mandatory and cannot be empty. And click the “Save Payment” button to save the payment.

Diagram 3



The notification to confirm that the payment has been successfully saved. All saved payments are to be approved by the branch manager. To approve payments, you can either use the “Approved Employer” module, click on the “MANAGE” dropdown and select “View Payments” or use the payment menu, click “View Payments” which displays all payments for all employers in your branch, the filter for employer payments by selecting the employer

Approve Employers Payments

Both options will display the payments for the selected approved employer.

Diagram 1

View Payments

EMERALD LIMITED (EC: 122222212)

Show: 10 entries

S/N	Duration	Amount Paid	Employees Covered	Payment Date	Payment By	Others
1	01 January, 2020 - 31 December, 2021	N 250,000.10	7	03 March, 2021	MR OLAMIDE	MANAGE Details Edit Delete
2	01 January, 2020 - 31 December, 2022	N 250,000.00	7	27 January, 2021	MR OLAMIDE	MANAGE Details Edit Delete
3	01 January, 2020 - 31 December, 2021	N 250,000.00	5	17 December, 2020	MR OLAMIDE	MANAGE Details Edit Delete
4	01 January, 2020 - 31 December, 2021	N 250,000.00	7	31 March, 2021	MR OLAMIDE	MANAGE Details Edit Delete

Diagram above is the “Approved Employer” option while the diagram below is the “View Payments” option

Diagram 2

Employees Listing

EMERALD LIMITED 122222212

S/N	Duration	Amount Paid	Employees Covered	Payment Date	Payment By	Others
1	01 January, 2020 - 31 December, 2021	N 250,000.10	7	03 March, 2021	MR OLAMIDE	MANAGE Details Edit Delete
2	01 January, 2020 - 31 December, 2022	N 250,000.00	7	27 January, 2021	MR OLAMIDE	MANAGE Details Edit Delete
3	01 January, 2020 - 31 December, 2021	N 250,000.00	5	17 December, 2020	MR OLAMIDE	MANAGE Details Edit Delete
4	01 January, 2020 - 31 December, 2021	N 250,000.00	7	31 March, 2021	MR OLAMIDE	MANAGE Details Edit Delete

Diagram 3

PARTICULARS OF PAYMENT

UNAPPROVED

EMPLOYERS' INFORMATION

RRR Number: 234466624233
Employer Name: EMERALD LIMITED
Employer ECS: 122222212
Employer RC Number: 322113

PAYERS INFORMATION

Payer Name: MR OLAMIDE
Payer Phone Number: 08188733997

FINANCIAL INFORMATION

Amount Paid: N 250,000.00
Number of Employees Covered: 7
Receipt / Teller Number: 76605413
Payment Date: 31 March, 2021

PAYMENT DURATION

Begin Date: 01 January, 2020
End Date: 31 December, 2021

MANAGE
APPROVE
EDIT
REVIEW

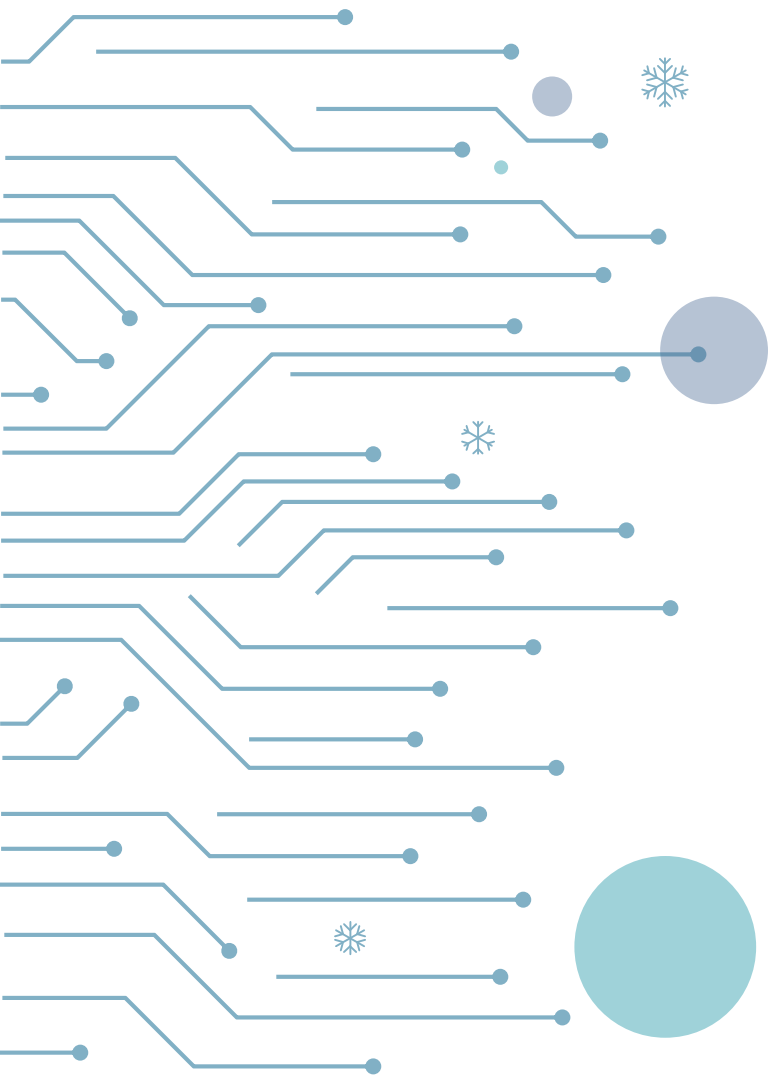
The diagram above displays the selected payment with the item circled at the top showing the status of the payment and the item circled below showing the approval options. To approve the payment, click the approve option and the payment is approved.

Diagram 4

127.0.0.1:8500 says
Approval granted successfully

OK

The notification to confirm that the payment has been successfully approved. All saved payments are to be approved by the branch manager. After a payment has been approved, it can be edited only by the branch manager. All payments can be viewed by any user with the right privileges.



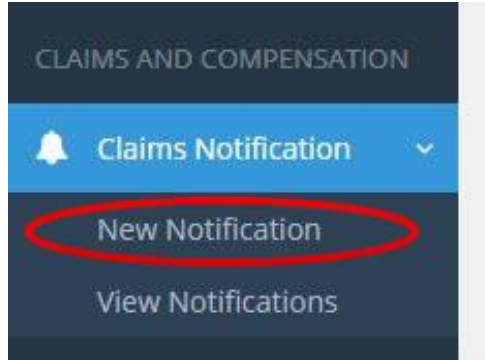
03

Claims Data Capture

How to register the Claims & Compensation Notifications and all supporting documents

Capture Claim & Compensation Notifications

Diagram 1

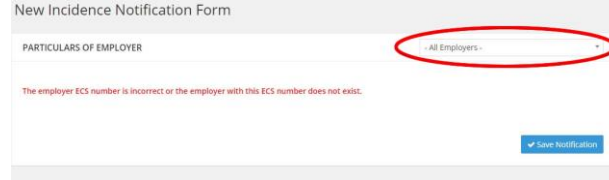


We capture claim notification by clicking the “New Notification” on the menu as seen above.

This opens the Claims and Compensation form to the user to begin the capturing process.

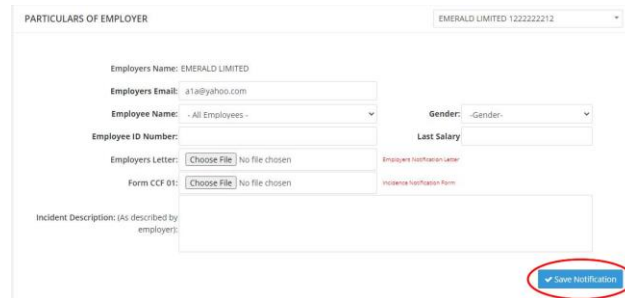
The process begins by first selecting the employer that is making the claim.

Diagram 2



On selecting the employer from the drop down circled above, we are presented with a form as seen below to begin the first phase.

Diagram 3



The employer information is pre-loaded and a drop down list of employees of the employer

is also provided so that the employee can be selected and the employees’ information is also loaded for each selected employee.

Note

All loaded information can be edited to reflect the current realities.

All the form items must be filled, the

Employers Letter provided along with the **“Incident Notification form (CCF 01)”** both of which must be selected to save the first phase of the claims notification process. After filling the form we save the form by clicking the “Save Notification” button as circled in diagram 3 on the left. This saves the notification.

Capture Claim & Compensation Notifications

We begin the second phase of capturing the claims and compensation notification by selecting the employer from the drop down list of employers at the top right and if the employer already has a claim that has just completed the first phase, it brings up the claim information to commence the second phase.

In the second phase, the “Employers’ Letter and the “Incident Notification form (CCF 01) are not provided anymore as they already exist as indicated in the blue text on the right side of each item.

Filling the form begins from the big portion that is circled in red as indicated in diagram 1 on the right side.

Diagram 1

Employer Name: GRACE TECHNOLOGY LIMITED
Employer Email: grace22@yahoo.com
Employee Name: EMERA LUCKY DAVIDA
Employee ID Number: 123
Gender: MALE
Last Salary: 200000
Employers Letter: Choose File
Form CCF 01: Choose File
Incident Description: As described by employers

Documents Required

Incident Type: Incident Type
CCF 02: Choose File
CCF 03: Choose File
CCF 04: Choose File
CCF 04A: Choose File
CCF 05: Choose File
CCF 06: Choose File
MR 01: Choose File
Payment Schedule: Choose File
Other Documents: Choose File

click here to save

Save Notification

The incident type is the first item to be filled, you will need to select the type of incident and this will also provide an extra form to be Filled depending on the incident type selected.

After all the required items have been filled, we click the “Save Notification” button to complete the second phase of the capturing process.

Diagram 2

nsitf.net says

The claim case for NEW EMPLOYER LIMITED has been successfully updated

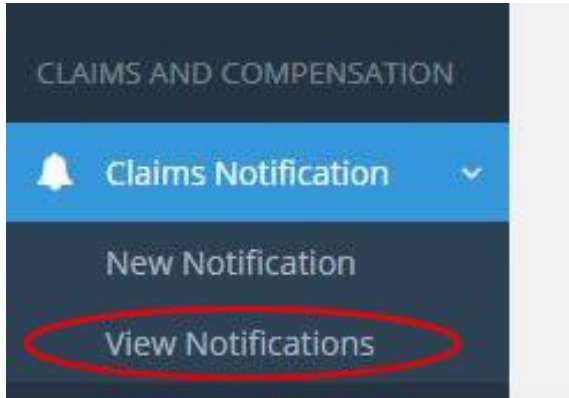
OK

The notification alert lets us know that the claims notification has been updated.

Approving Claim & Compensation Notifications

To approve saved and complete claim notifications, we use the menu and click on “View Notifications” as displayed below.

Diagram 1



This displays all the claims notification for that branch, the user can then click on the “MANAGE” drop down and select the “Details” option to view the notification.

Diagram 2

7	NEW EMPLOYER LIMITED	12223377221	JAY SPACY TESLA	04 April, 2021	DOCUMENTATION COMPLETE	MANAGE Details Edit Delete
8	NEW EMPLOYER LIMITED	12223377221	DOROTHY KACY VESLA	04 April, 2021	DOCUMENTATION COMPLETE	MANAGE
9	NEW EMPLOYER LIMITED	12223377221	JAY SPACY TESLA	04 April, 2021	DOCUMENTATION COMPLETE	MANAGE
10	NEW EMPLOYER LIMITED	12223377221	DOROTHY KACY VESLA	04 April, 2021	DOCUMENTATION COMPLETE	MANAGE
11	NEW EMPLOYER LIMITED	12223377221	DOROTHY KACY VESLA	04 April, 2021	DOCUMENTATION COMPLETE	MANAGE
12	NEW EMPLOYER LIMITED	12223377221	JAY SPACY TESLA	04 April, 2021	DOCUMENTATION COMPLETE	MANAGE

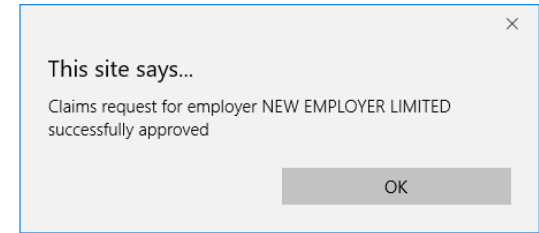
Upon clicking on the “Details” in the drop down menu, it displays the notification details as seen in diagram 3 below.

Diagram 3

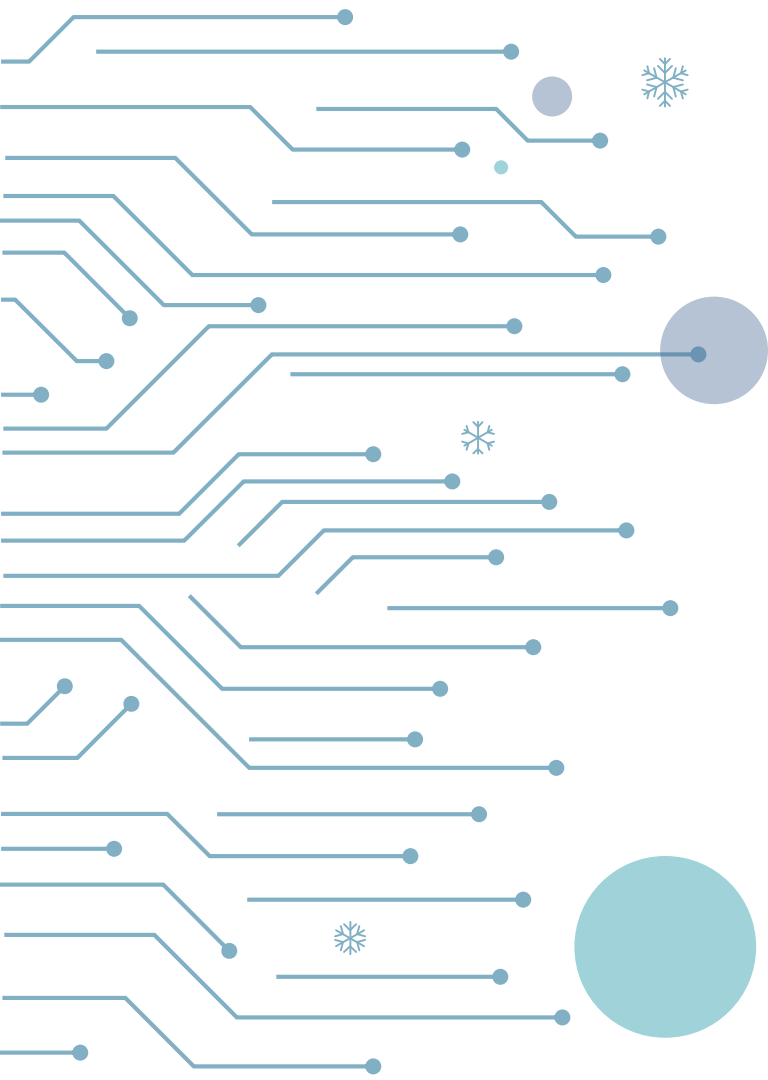
A screenshot of a form titled "Notification Details". It contains several input fields for information like "Recent payment schedule", "Photograph of Injury", "Health Care Bills / Receipts / Invoices", "Employer Account Name", "Incident Type", "Other Documents", "Police Report", "Employer Bank Name", "Employer Account Number", "Account Sort Code", and "Other Remarks". At the bottom left, a button labeled "View Employee Death Data" is circled in red. At the bottom right, a button labeled "Approve Notification" is also circled in red. A red arrow points from the "View Employee Death Data" button to the "Approve Notification" button.

The green button on the left is used to view other information regarding the notification and the notification can be approved by clicking the “Approve Notification” option in the drop down on the right side of the form. On clicking that, it alerts the user on the success.

Diagram 3



This is how to approve claims and compensation notifications.



04

Claims Data Capture

How to capture the HSE Notifications,
Rehabilitation and OSH Awareness

How to Capture HSE Notifications

To capture HSE notifications, we go to the HSE menu on the main menu as seen below

Diagram 1



And click on “New HSE Notification” this opens the form for us to create new HSE Notification.

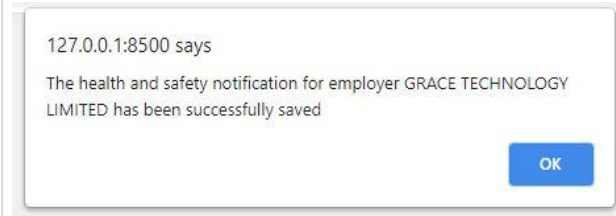
Diagram 2

A screenshot of the 'New HSE Incidence Notification Form'. The form is titled 'New HSE Incidence Notification Form' and has a section 'PARTICULARS OF EMPLOYER'. In this section, the 'All Employers' dropdown menu is circled in red. Below this, there are fields for 'Employer', 'RC Number', 'Sector', 'Email Address', 'Phone Number', and 'Business Address'. Further down, there are fields for 'Name of Affected Employee', 'Age of Employee', 'Gender', 'Residential Address of Victim', 'Employment Date', 'Email', 'Contact Phone', 'Job Description', 'Name of Next of Kin', 'Next of Kin Address', 'Type of Incident', 'Date of Incident', 'Time of Incident', 'Place of Incident', 'State of Incident', 'LOA of Incident', 'Date of Incident Notification', and 'Time of Incident Notification'. A red arrow points to the 'Type of Incident' dropdown menu. At the bottom right, there is a blue button labeled 'Save HSE Notification' which is also circled in red.

To create a new HSE notification, we select the employer from the drop down at the top right circled in red, and then fill the form

Completely. In filling the form, we will need to select the “Type of Incident” and this will bring out another form for the user to fill depending on the type of incident selected. After filling the form, we click on the button “Save HSE Notification” to create the HSE notification successfully.

Diagram 3

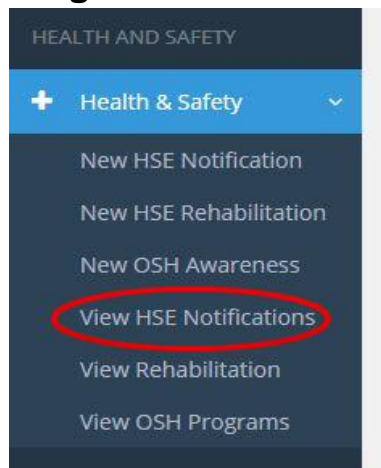


After creating the HSE notification, we go on to approve the HSE notification and this is explained in the next slide.

Viewing HSE Notifications

To approve saved HSE notifications, we click on the “View HSE Notifications” on the main menu as seen below.

Diagram 1



On clicking on the “View HSE Notifications”, we see all the HSE notifications captured in that branch as seen in diagram 2.

Diagram 2

View Health and Safety Incidence Notification

Show: 10 entries Search:

S/N	Employer	ECS Number	Affected Employee	Notification Date	Status	Others
1	SAMPE LIMITED	1222332228	NATHAN AE ADEGE	24 February, 2021	ACTIVE	MANAGE
2	GRACELAND NIGERIA LIMITED	0112312345	PETER LUCKY DAUDA	04 March, 2021	ACTIVE	MANAGE
3	TRACEY NIGERIA LIMITED	1005441321	IKECHUKWU ANYAOKU	28 January, 2021	ACTIVE	Details Edit Delete MANAGE
4	GRACE TECHNOLOGY LIMITED	10052441771	EMEKA LUCKY DAUDA	31 March, 2021	ACTIVE	MANAGE
5	SAMPE LIMITED	1222332228	NICHOLAS AE OLANITAN	02 March, 2021	ACTIVE	MANAGE

We click on the drop down option and select “Details” to see details of the HSE notification as seen in diagram 3.

The blue button below is used to display all the other information saved for the HSE notification based on the type of incident selected.

Also the HSE notifications can also be edited and deleted by the same user that created them using the module in diagram 2 above.

Diagram 3

Employer: GRACELAND NIGERIA LIMITED RC Number: 21134

Sector: Hospitality Email Address: a22@yahoo.com Phone Number: 08077771717

Business Address: SAMPLE ADDRESS

Affected Employee: PETER LUCKY DAUDA Age of Employee: 34 Gender: Male

Residential Address of Victim: Sample address

Employment Date: mm/dd/yyyy Email: nathan@yahoo.com Contact Phone: 08072113122

Job Description: Machine operator

Name of Next of Kin: MRS DAUDA Next of Kin Address: Sample Address

Type of Incidents: ACCIDENT Date of Incidents: 04 March, 2021 Time of Incidents: 09:53 PM Place of Incidents: Office

State of Incidents: ENUGU S.E.A of Incidents: UDI Date of Incidents Notification: 04 March, 2021 Time of Incidents Notification: 09:59

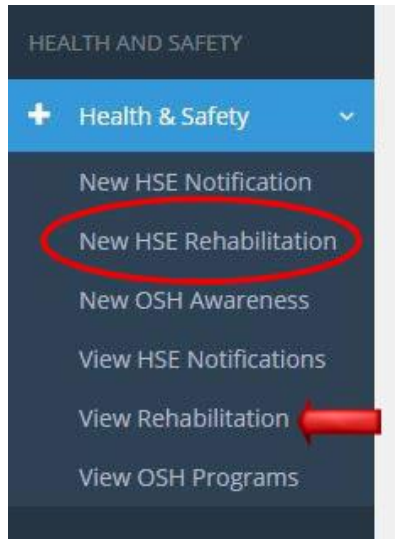
[View Accident Details](#)

This is how to view HSE notifications.

How to Capture and View HSE Rehabilitation

To capture HSE rehabilitations, we go to the HSE menu on the main menu as seen below

Diagram 1



And click on "New HSE Rehabilitation" this opens the form for us to create new HSE rehabilitation.

Diagram 2

A screenshot of a form titled 'PARTICULARS OF REHABILITATION'. At the top right, there is a dropdown menu labeled '- All Employers -' with a red arrow pointing to it. The form contains several input fields: 'Employer', 'ECS Number', 'Employee' (with a dropdown menu), 'Employee Number', 'Date Employee Ceased Work' (with a date picker), 'Date Employee Resumed Work' (with a date picker), 'Did Employee Die from the Accident?' (with a dropdown menu), and 'Names of Dependents'. At the bottom right, there is a blue button labeled 'Save Rehabilitation' circled in red.

To create a new HSE rehabilitation, we select the employer from the drop down at the top right, then we fill the form and click on the "Save Rehabilitation" button to create a new HSE rehabilitation.

To view the HSE rehabilitation, we click on the "View Rehabilitation" on the main menu and this displays all the HSE rehabilitation captured in that branch as seen in diagram 3

Diagram 3

A screenshot of a table titled 'Rehabilitations Listing'. At the top right, there is a dropdown menu labeled '- All Employers -' circled in red. The table has columns: 'S/N', 'Employee', 'Date Ceased Work', 'Date Resumed Work', 'Employee Died?', 'Dependents', and 'Others'. There are four rows of data. The 'Others' column contains a 'MANAGE' button for each row. In the second row, the 'MANAGE' button is circled in red, and a red box highlights the 'Details' option in its dropdown menu.

S/N	Employee	Date Ceased Work	Date Resumed Work	Employee Died?	Dependents	Others
1	NATHAN AE ADEGE	16 December, 2020	27 January, 2021	NO	Mrs Nathan, Nathan jr	MANAGE
2	NICHOLAS AE OLANITAN	02 March, 2021	05 March, 2021	NO	Mrs Nicholas	MANAGE
3	NATHAN AE ADEGE	21 January, 2021	27 February, 2021	NO	Mrs Nicholas, Nicholasjr	MANAGE
4	EMEKIA LUCKY DAUDA	01 March, 2021	09 March, 2021	NO	Mrs Nathan, Nathan jr	MANAGE

On clicking the drop down option and selecting the "Details" option we display the details of the HSE rehabilitation as seen in diagram 4 below.

Diagram 4

A screenshot of a form titled 'PARTICULARS OF REHABILITATION' showing the details of a specific rehabilitation. The form contains the following information: 'Employer' (SAMPLE LIMITED), 'ECS Number' (1222332228), 'Employee' (NATHAN AE ADEGE), 'Employee Number' (1222332228_778A), 'Date Employee Ceased Work' (16 December, 2020), 'Date Employee Resumed Work' (27 January, 2021), 'Did Employee Die from the Accident?' (NO), and 'Names of Dependents' (Mrs Nathan, Nathan jr).

How to Capture and View OSH Awareness

To capture OSH awareness, we go to the HSE menu on the main menu as seen below

Diagram 1



And click on “New OSH Awareness” this opens the form for us to create the new OSH awareness programs.

Diagram 2

A screenshot of a web form titled 'PARTICULARS OF PROGRAM'. At the top right, there is a dropdown menu labeled '- All Employers -' which is circled in red. The form contains several input fields: 'Employer', 'ECS Number', 'Employer's Address', 'Email Address', 'Phone Number', 'Program Date' (with a date picker), 'Program Topic', 'Number of Participants', and 'Resource Persons'. At the bottom right, there is a blue button labeled 'Save OSH Program' which is also circled in red.

To create a new OSH awareness , we select the employer from the drop down at the top right, then we fill the form and click on the “Save OSH Program” button to create a new OSH awareness .

To view the OSH awareness, we click on the “View OSH Programs” on the main menu and this displays all the OSH awareness captured in that branch as seen in diagram 3

Diagram 3

A screenshot of a web page titled 'Program Listing'. It features a table with the following columns: 'S/N', 'Employer', 'Program Date', 'OSH Topic', 'Participants', 'Resource Persons', and 'Others'. The table contains two rows of data. In the 'Others' column of the second row, there is a 'MANAGE' button with a dropdown menu. The dropdown menu is open, showing options: 'Details', 'Edit', and 'Delete'. The 'Details' option is circled in red.

S/N	Employer	Program Date	OSH Topic	Participants	Resource Persons	Others
1	GRACELAND NIGERIA LIMITED	23 March, 2021	Sample Topic	35	Mr Alajata	MANAGE
2	SCALABLES NIGERIA LIMITED	24 March, 2021	ANOTHER SAMPLE TOPIC33	400	MR TANKOL MR LUNDA, MRS JUSTICE	MANAGE Details Edit Delete

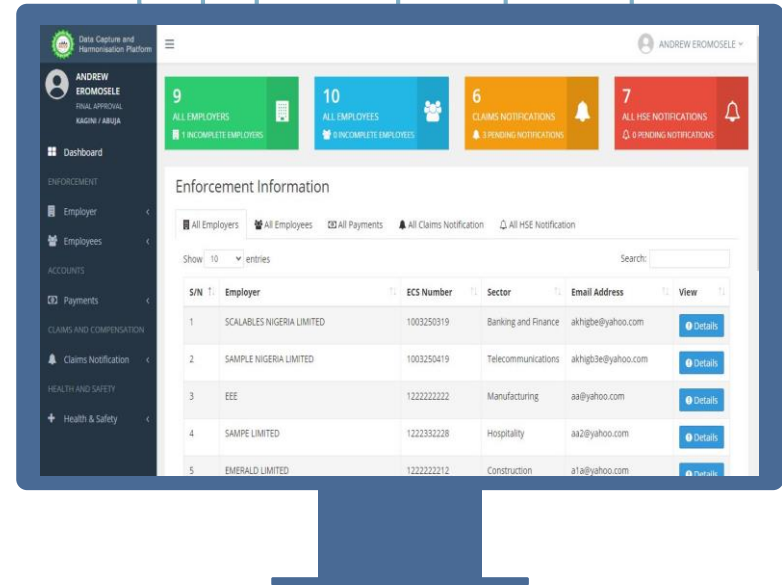
On clicking the drop down option and selecting the “Details” option we display the details of the OSH awareness as seen in diagram 4 below.

Diagram 4

A screenshot of a web form titled 'PARTICULARS OF PROGRAM' showing the details of a specific OSH awareness program. The form contains the following information: 'Employer' (GRACELAND NIGERIA LIMITED), 'ECS Number' (0112312345), 'Employer's Address' (SAMPLE ADDRESS), 'Email Address' (aa2@yahoo.com), 'Phone Number' (0807771717), 'Program Date' (03/23/2021), 'Program Topic' (Sample Topic), 'Number of Participants' (35), and 'Resource Persons' (Mr Alajata). At the bottom left, there is a blue button labeled 'Return'. At the bottom right, there is a 'MANAGE' button with a dropdown menu.

ECS Application

The demographic data capture application to capture data across all the 55 ranches of the Nigeria Social Insurance Trust Fund



Support Contacts



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The End



Employee Compensation Scheme *Application*

