**Follow-Up of training of NAU HR**

|  |  |
| --- | --- |
| **PART A** | |
| **a** | **Incomplete:** Cannot send to individual Staff |
| **b** | **Not Done** |
| **c** | **Incomplete:** Signature requiring cropping even though it is small |
| **d** | **Not Done** |
| **e** | **Not Done** |
| **f** | **Not Done** |
| **g** | **Routed to ‘f’** |
| **h** | **Not Done** |
| **I** | **Not Done** |

**STATUS**

**PART A**

**MAIL/MEMO MANAGEMENT MODULE**

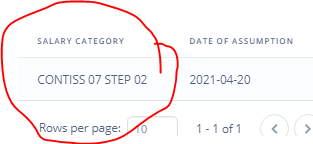
* + - 1. Ensuring that the **‘copy to’ button** works properly. The system should resolve to send to individual staff in the school rather than just roles. A small search can be added to **add recipients** before forwarding
      2. Addition of Export button
      3. Inclusion of Append Signature;   
         The signature should be added in profile page and LOCKED with password.
      4. Increase the search optimization of the mail in the table for each user. Key work search, sentence search, date range selection filter etc.
      5. Field filtering should be enabled. (Sorting of the mails in order of receipts from up-to-down and down-to-up)
      6. Inclusion of file type in composing of mail. User selects the file type. This is used for proper archiving and retrieval of the file. The List to be provided for the file types
      7. Button for archiving of the letter
      8. For Incoming mail officers, the forward button for mails should be added which automatically resolves forward to Secretary rather than selecting it.
      9. All confidential mail can be sent by assigned role-Principal officers. When an individual selects the Confidential mail, the system should pop-out a modal **“All Personal Confidential mail should be brought to VC-Secretary for posting”**

**PART B**

|  |  |
| --- | --- |
| **PART B** | |
| **a** | **Incomplete**: Appearing on the ID card but not on the profile icon |
| **b** | **Not Done** |
| **b 1** | **Done** |
| **b 2** | **Done** |
| **b 3** | **Done** |
| **b 4** | **Done** |
| **b 5** | **Not Done** |
| **b 6** | **Done** |
| **b 7** | **Done** |
| **b 8** | **Not Done** |
| **b 9** | **Done** |
| **b 10** | **Done** |
| **b 11** | **Done** |
| **b 12** | **Done** |

**STAFF MANAGEMENT**

**PROFILE**:

1. Enable Profile picture of the user to display in the ID Card section and also in the profile section.
2. Change of password is not working. The system keeps on loading indefinitely. And it does not change.  
   Include this information in the staff profile (This will enable them report issues when their profile information is wrong from that they are seeing which Include:   
   1-DOB (BLANK OUT)  
   2-Date of Assumption (BLANK OUT),   
   3-Date of Confirmation (BLANK OUT)and   
   4-Date of Last Promotion (BLANK OUT),   
   5-Salary Category: eg CONTISS 07 STEP 02   
   6-HIGHEST Qualification (BLANKED OUT)  
   7-Other qualifications(CAN ADD)  
   8-Disability Status [Yes or No] If yes brief-Brief description,(CAN ADD)   
   9-Salary grade level: eg CONTISS 2 Step 7 (BLANK OUT)

10-Replace RSA number with IPPIS number

11-IPPIS NUMBER(BLANK OUT)

12-Appointment Type(CAN ADD)

**UPLOAD ADJUSTMENT:**

1. We have currently these fields to upload;

|  |  |
| --- | --- |
| **UPLOAD ADJUSTMENT** | |
| **a** | **Resolved** |
| **b** | **Done** |
| **2** | **STAFF LIST** |
| **a** | **Not Done** |
| **b** | **Not Done** |
| **c** | **Not Done** |
| **d** | **Already exists** |
| **b 6** | **Done** |
| **b 7** | **Done** |
| **b 8** | **Not Done** |
| **b 9** | **Done** |
| **b 10** | **Done** |
| **b 11** | **Done** |
| **b 12** | **Done** |

Sn, Surname, First name, Other name, DOB, Email, Phone number, Staff number, LGA, Department ID, Gender, Salary Category, level, Step, Rank, DOE (which is assumption date) Appointment type, PFA name, PFA Status, Area of Specialization, RSA Number

**The follow are to be replaced:**

b) **Email** Replace with **Date of Confirmation Staff** can update their email themselves **LGA** Replace with **Date of Last Promotion** Staff can update their State and LGA themselves. The name **RSA c) Number** change to **IPPIS number**. The IPPIS number Alphanumeric eg. TI150638, TI154459

Replace **FPA name** with **Qualification**, Staff can update FPA name on

their own Replace **FPA Status** with Other Qualification  
 Remove Appointment Type, It should be in update profile

Remove area of specialization, it should be in the update profile

So we should have in our new upload with these headers:  
Sn, Surname, First name, Other name, DOB,DOC, **DOE or A**, DOLP(Date of Last promotion), Phone no., Staff number, Department ID, Gender, Salary Category, Level, Step, Rank, Qualification ID, IPPIS Number

1. **STAFF LIST**
   1. Rename the Nominal Roll to Monthly Return Roll
   2. Enable nominal roll table to display Staff number which is not there
   3. Include action button on the nominal roll table at the end of the row towards the right. This is to immediately update the staff record based on the comment received by the return roll. The update of the staff information should be **ALL** records of the staff. You can update his rank, department, they can also disengage a staff from that point.
   4. Enable to pull all staff at the same time in the nominal role at the end of the month
   5. The staff list does not allow to pull all staff at the same time. It only pulls for staff on the page. Please this has to be corrected.

|  |  |
| --- | --- |
| **STAFF LIST CONTI** | |
| **e** | **Not Done** |
| **f** | **Not Done** |
| **3** | **Routed to mail file type** |
|  |  |
|  |  |
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|  |  |
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|  |  |

* 1. Can we improve on the search for staff without loading all staff. This means that a search or load staff with staff number or name should be present to call up a particular staff to perform needed action on it. All the staff information should load and can be changed

1. Complaint form: A staff can make complain to the statistics department stating the issue. A mini form to capture the issue.
   * + - 1. Common issues to be selected:
         2. Rank Issue, Department Placement Issue, Date of Assumption issue, Staff number issue, Date of last promotion Issue, Date of Confirmation issue, wrong IPPIS issue, Assigned role issue
         3. A brief text box to enter the issue.

For issue of Department: A box should allow to enter the right department he/she belongs and his staff number

For issue of DOA: A box should be placed to enter the right Date of Promotion

For Issue of Date of Confirmation: A box should be place to enter the right Date of Confirmation,  
For issue of Assigned Role: A box should alow to enter the right role the staff belongs.

A submit button to sent to Statistics department

1. Complaint Receipt form:
   * + - 1. A The Statistics staff should be able to see the issue in tables.  
            Sn| issue header| Details| Action|
         2. The Action button should include: Verify, Approve and Effect, Decline with reason.
         3. The sender should view the status update

**PART B**

|  |  |
| --- | --- |
| **Foreign Visitation.. Status** | |
| **1** | **Done** |
| **2** | **Done** |
| **Types of Visitation** | |
| **1** | Done |
| **2** | **Not Done** |
| **3** | **Not Done** |
| **4** | **Done** |

**Foreign Visitation Module Update to NAU HR**

1. Link to be updated in the school website
2. There should be a landing page that that would show description of the visitations one can make, nicely represented with brief information on each of the application processes.

**The application module:** The application module would be designed in such a way as to call up needed cards for each type of application.

There are basically 4 types of application for foreign visitation.  
There are;

1. **Student Visitation -SV**
2. **Exchange Staff/Student -ESS**
3. **Returning Student Visitation -RSV**
4. **Postdoctoral Visitation -PV**

Cards to Capture information, fields of information

**Card 1:** **Personal Data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Surname | Firstname | Other name | Title | Sex |
| Department/Unit | Faculty |  |  |  |
| Addresses | Telephone | Email |  |  |
|  |  |  |  |  |

**Card 2:** **Travel Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Departure Date | Arrival Date | Type of Visit/Programme: | Country of visit | Visited Institution |
| Sponsor | Duration of Stay | Visited Department/Unit | Contact Peron/Host | Designation |
| Check box: Is there an existing collaboration between the visited institution and Nnamd Azikiwe University? Yes \_\_ No\_\_ | | | | |
| If No, can the Directorate work with you to establish one? Yes\_\_ No\_\_ | | | | |
|  | | | | |

**Card 3: Summary Report of Your Programme**

|  |
| --- |
| Summary Report of your programme(Include a brief description of your visit purpose including project topic) |

**Card 4: More Personal Data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Your full name as it appears on the passport | Date of birth | Passport number | Country of citizen | Country of birth |
| Country of Permanent Residence | Address of permanent Residence | Telephone of Permanent Residence | Correspondence Address | Telephone of Correspondence Address |
| Next of Kin Name | Phone no of Next of Kin | Contact Address of next of kin | First language |  |

**Card 5: Itinerary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Arrival Date | Duration of Stay | Departure Date |  |  |
| Type of Visit | Visiting Department/Unit | Designation |  |  |
|  |  |  |  |  |

**Card 6: Institutional Affiliation**

|  |  |
| --- | --- |
| University |  |
| Department/Unit |  |
| Address |  |

**Card 7: Purpose of Visit**

|  |
| --- |
| Brief Description of your visit purpose including project and proposal where applicable |

**Card 8: Programme Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Select Type of Programme()Undergraduate, Masters, PhD, Visiting Student, Exchange Student | Academic Year | Duration of Stay | Department | Faculty |
|  |  |  |  |  |
|  |  |  |  |  |

**Card 9: Information on Current Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Select Programme | Date programme was obtained | Award Institution | Faculty | Year of Study |
| Expected Qualification | Expected Qualification or Award Date |  |  |  |
|  |  |  |  |  |

**Card 10: Brief Description of Why you Choose Nnamdi Azikiwe University**

|  |
| --- |
| *not more than 250 words* |

**Card 11: Sponsorship**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Select Sponsorship(Full Sponsorship, Partial Sponsorship, No Sponsorship) | If Sponsorship- What is the Sponsoring organization | Upload Sponsor Award letter |  |  |

**Card 12: Your Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I declare that the information provided in this document is correct and that I should be held liable to any fake or misinformation provided in this document | | | | |
| Check box[ ] |  |  |  |  |
| Student Signature | Date |  | Unit Head Signature | Date |

**Card 13: Doctoral Degree Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date PhD was obtained | Country PhD was obtained | Institution PhD was obtained | Department | Faculty |
| Dissertation Title |  |  |  |  |
|  |  |  |  |  |

**Card 14: Postdoctoral Appointment Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department | Faculty | Supervisor Name | Supervisor Department | Duration of Fellowship |
| Brief Description of Project | | | | |
| Your Responsibilities | | | | |
| Supervisor’s Responsibilities | | | | |

**Card 15: More on Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Postdoc Signature | Date |  | Unit Head Signature | Date |
| Supervisor’s Signature | Date |  |  |  |

**Type of form and cards for each form in order of appearance**

**1. Student Visitation Card1, Card2, Card3**

**2. Exchange Staff/Student Card1, Card4, Card5, Card6, Card7**

**3. Returning Student Visitation Card1, Card8, Card9, Card10, Card11, Card12**

**5. Postdoctoral Visitation Card1, Card13, Card14, Card11, Card12, Card15**

1. Generally, the document should have a preview page to view all before submitting
2. There should be upload of passport sized photograph. The photograph would be intelligent to detect the face and size off the picture. *(I will send you the format)*
3. The application for Student Visitation and Postdoctoral visitation would have an upload option to uploaded signed section of the declaration part of the form. Hence, the declaration part should always appear on the last page of the export.

|  |  |
| --- | --- |
| **Foreign Visitation Continues** | |
| **iii.** | **Not Done** |
| **iv.** | **Not Done** |
| **v.** | Not Done |
| **vi** | **Not Done** |
| **viii** | **Not Done** |
| **ix** | **Not Done** |
| **x** | **Not Done** |
|  |  |
|  |  |
|  |  |
|  |  |
| **xi** | **Done** |
| **xii** | **Not done** |
| **xiii** | **Not Done** |
| **xiv** | **Not complete** |
| **xv** | **Done** |
|  |  |

1. The Declaration form would have all the cards information previewed Plus the declaration part which would allow the HOD of the Department to sign and then to be able to be uploaded back to the system for only the declaration part. The header would have Nnamdi Azikiwe University Awka with logo
2. There should be preview of the form before submitting.   
   Modal display of this Information before clicking submit “Are you sure you want to submit” Yes or No.
3. Email notification should be included upon submission
4. There should be a bar showing tracking the progress of the form, each card should constitute a moving point in percentage
5. Each card can be save to come back to it anytime.
6. Email Registration is Compulsory at the login page and email to must be accessed and link click for verification and continuation.
7. All requests should be unapproved until approved by the admin assigned and once approved or disapproved the individual should get a notification of approval and disapproval.  
     
     
   **Admin section**
8. There should be a **module1** to pull all requests
9. The **module1** should have a filter to select by type of application, date, session, approved or disapproved
10. The **module1** should be able to be exported.
11. Necessary fields on the table should be seen at first glance, application number, application type, Full Name, etc. There should also be an action button to view the submissions
12. **Module2** should do the work of **approval or disapproval** when **viewed** (collapsible filled forms based on card should be seen. There should be export button to view the preview of the form in pdf, the school logo should appear on previewed form)
13. All table properties should be represented

MAJOR OUTSTANDING HERE IS THIS: Only two forms are up, Registration for Student visitation and Registration for Postdoctoral, the remaining 2 are not up.

|  |  |
| --- | --- |
| **PART C** | |
| **1** | **Not Done** |
| **2** | **Not Done** |
| **Types of Visitation** | |
| **1** | **Not done** |
| **2** | **Not Done** |
| **3** | **Not Done** |
|  | **PART D Not Done** |
|  | **PART E**  **Not Done** |
| **1** | **Not Done** |
| **2** | **Not Done** |
| **3** | **Not Done** |

**Addition of Application number immediately after application. Used for checking**

**Status and easy tracking by applicants**

**PART C**

**Disengagement Button in Staff list**

When disengagement button is clicked, there should be a drop-down of type of engagement to assign the staff

Types of Engagement to be selected

1. Statutory Disengagement
2. Dismissal Disengagement
3. Health Disengagement

So if this staff detail is developed, the Pension Module can be developed

**PART D**

**Pension Module**

This is resolved in table

Pension officers can pull report of all staff disengaged with reasons of disengagement.

Any staff that has reached retirement age are automatically disengaged and date captured  
Date range to be selected to filter

Session of the engagement is captured: So our system should capture events based on sessions

**PART E**  
Appraisal Module

**PART F  
AUDITING**

1. Admin: Manager user login details- Reset user password account, it can come in email
2. Keeps logs of Sign in, log of all activities done on the portal with user name, system, and ip addresss
3. It should have search button for easy identification