



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

14 November 2016

Ministry of Civil Service and Administrative Reforms
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

Implementation of the HRMIS Project
Training of Users

Data Migration to the HRMIS in respect of the first batch of 38 Ministries/Departments, as indicated at Annex A, having already been completed, officers of the Human Resource and Finance Divisions of these organisations will soon be convened to follow a practical training programme to help them fully understand all the components of the Basic Core HR Module for eventual processing of payroll and part of the Self-Service application.

2. On successful completion of the training, participants will be required to create and maintain the human resource database of their respective organisation and also impart training to other colleagues. The training programme will be conducted as follows:

- | | | |
|-----|-----------------------------|--|
| (a) | Duration | - Eight half-days |
| (b) | Participants
(maximum 7) | - From the HR Division: the Officer-in-Charge, HR; the HR Coordinator and two support staff.
- From the Finance Division: the Officer-in-Charge, Finance; the Finance Coordinator and one officer dealing with Payroll. |
| (c) | Venue (3) | - IT Laboratories of MCSAR; Registrar General and Central Information Systems Division. |
| (d) | Training schedule | - The training schedule as well as other details will be communicated to the nominated officers, in due course. |

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3. To ensure effective training, participants will be provided with relevant training manuals which may be reproduced to provide on-the-job training to other officers at their respective workplace, using the appropriate training instance. Furthermore, as part of the training, participants will be required to go through an assessment. It is, therefore, imperative that officers nominated for the training are available for the whole duration of the programme and comply with the Ground Rules (**Annex B**).

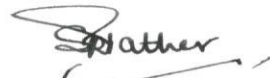
4. It is worth highlighting that access to the live instance of the HRMIS will be opened to Users immediately after the training programme for maintaining data. Application for Access Rights would therefore need to be made to this Ministry in line with procedures laid down in the Data Government Framework that has been prepared to protect the integrity of data in the HRMIS.

5. Training on the Payroll Module will be conducted as soon as the HRMIS will be configured according to the PRB 2016 conditions.

6. User-training for subsequent batches of Ministries/Departments having completed the live data migration would immediately follow. The Officers-in-Charge of HR and Finance Divisions would be contacted by the HRMIS Unit of this Ministry.

7. In order to ensure timely arrangements for the training at the different sites, the HRMIS Unit will, in due course, liaise with the Officers-in-Charge, HR and Finance with regard to the list of participants.

8. Given the importance of the training programme to ensure the smooth implementation of the HRMIS, I am making an appeal to all Supervising Officers to facilitate the release of the officers to be nominated.



S. K. Pather

Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

HRMIS - Live Data Migration

1. Statistics Mauritius
2. Prime Minister's Office
3. M/Finance & ED
4. Office of the President
5. Government Printing
6. Employment Division
7. International Trade Division
8. Land Transport Division
9. Valuation Department
10. Energy Services Division
11. Meteorological Services
12. Mauritius Police Force
13. Civil Aviation Dept
14. Mauritius Prisons Dept
15. The Treasury
16. Cooperatives Division
17. Pay Research Bureau
18. M/Agro Industry & FS
19. M/Local Govt
20. M/Civil Service & A
21. Business & Enterprise Division
22. M/Social Integration & EE
23. M/Tourism & EC (Tourism Division)
24. External Communications Division
25. Registrar General's Dept
26. Employment Relation Tribunal
27. National Assembly Staff
28. National Archives
29. Local Government Service Commission
30. Attorney General's Office
31. Office of the DPP
32. National Audit Office
33. Electoral Commissioner's Office
34. M/Environment, NEC & BA
35. Commerce & Consumer Protection Division
36. Public Bodies Appeal Tribunal
37. Civil Status Division
38. Government Information Service

HRMIS Training Programme - Ground Rules

1. All Participants should **be seated at least 5 minutes** before the session starts.
2. Early departures will not be allowed, **save in exceptional circumstances**.
3. The Training room should be kept **CLEAN** at all times. Eating or drinking would not be allowed.
4. After any break, Participants should be back to their respective seats within time frame given by Resource Person(s).
5. It would be the **responsibility** of each & every Participant to ensure safety of their personal belongings.
6. Mobile phones should be kept on **silent mode**.
7. Gossiping, side conversations or any unnecessary interruption during training are prohibited.
8. Equipment **should neither be tampered with nor exchanged or removed** from the venue.
9. Use of inappropriate or offensive commentary or body language are prohibited.
10. Participants should **avoid** making unnecessary noise, e.g. they should not slam the door when entering/leaving the room when sessions are ongoing.
11. Compliance with all safety precautions while being in the IT Laboratory is mandatory.
12. All queries should be raised during the allocated time only and should be relevant to the topic being taught.
13. If at any time during any session, it is observed that the conduct of Participants goes against the ground rules, their training **may be terminated** and the matter reported to their respective Ministry/Department.
14. Participants should adhere to the Training Schedule and attend to related assessment exercises.
15. Participants will be required to fill in a Feedback Form at the end of each session.
16. Participants should comply with the general instructions to be issued from time to time by Resource Person(s) for the good conduct of training sessions.