1. OBJECTIVES OF HRMIS

HRMIS = la transparence, la bonne gouvernance et l’excellence !!!

2. PAYROLL RUN 4 (PR4) - USER ACCEPTANCE TEST (UAT)

The UAT is a critical activity, which is performed to test whether the system responds to User Requirements.

2.1. RECONCILIATION OF CISD & HRMIS PAYROLLS (JANUARY 2016)


The Success Rate for January 2016 Payroll

Cycle 1 92.42 %
Cycle 2 95.35 %

2.2. ISSUES ENCOUNTERED DURING JANUARY 2016 PAYROLL RUNS

- Inconsistency in application of business rules @ the level of Ministries/Departments
- A few business rules i.r.o. of certain Ministries/Departments missing in HRMIS
- Rounding off of figures (decimal values) for some payroll elements
- Certain business rules not properly configured in HRMIS.

2.3. MONITORING OF ISSUES @ MANAGEMENT LEVEL

Issues noted are discussed and sorted out during daily debriefing sessions in addition to dedicated working sessions between the Core Team and SIL to resolve pending issues for the UAT i.r.o. December 2015 and January 2016 Payrolls.

2.4. UAT FOR FEBRUARY 2016 PAYROLL

Cycle 1 & 2: 26 September to mid-October 2016

Activities being carried out by Testers

- Perform variations affecting February 2016 Payroll
- Perform Batch Element Entry for Refund of Unutilised Sick Leave (i.e processing of Sick Leave in Bulk) in the System instead of making separate inputs for each employee
- Validate entries for February 2016 Payroll
- Run the “Exception Report” to generate list of officers not eligible/eligible for less than 16 days of Refund of Unutilised Sick Leave
- Run the February 2016 Payroll
- Reconcile the HRMIS & CISD payrolls
- Record discrepancies in Discrepancy Template.
3. **LIVE DATA MIGRATION**

### 3.1. QUALIFYING CRITERIA

Officers’ data are considered ready to be migrated into the HRMIS following:

(i) conduct of Quality Assurance exercise;
(ii) necessary amendments into officers’ data into the Data Cleansing Application; and
(iii) submission of fresh Data Cleansing Validation Certificate to MCSAR.

Ministries/Departments are requested to submit relevant Data Cleansing Validation Certificates following:

(i) completion of Data Cleansing exercise; and
(ii) conduct of Quality Assurance exercise & necessary amendments in Data Cleaning Application.

### 3.2. READINESS OF MINISTRIES/DEPARTMENTS

Data of the following 38 organisations will be migrated from Data Cleansing Application to the HRMIS as they have satisfied the qualifying criteria for data migration as @ 30 September 2016.

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

### 3.3. WORKING SESSIONS WITH THE 38 SELECTED MINISTRIES/DEPARTMENTS

<table>
<thead>
<tr>
<th>Date &amp; Venue</th>
<th>26 &amp; 27 September 2016 @ Municipal Council of Port Louis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>Half Day sessions</td>
</tr>
<tr>
<td>No. of Mins/Depts</td>
<td>38</td>
</tr>
</tbody>
</table>
| Participants          | Officers in Charge of HR & Finance Divisions  
HR & Finance Coordinators |
| Aim                   | • To inform officers about the activities to be carried out by the HR & Finance Divisions throughout (Before, During & After) the Data Migration process  
• To inform officers about the importance of quality data (complete, correct & reliable data) in the Data Cleansing Application  
• To inform participants about the detailed data migration flow. |


Snapshots of the working sessions

Monday 26 September 2016
4. UPCOMING MAJOR EVENTS (2016)

October:
- User Acceptance Test (ongoing)
- Quality Assurance exercise.

November - December:
- Update of PRB 2016 Conditions into the HRMIS
- Data Migration
- Training of End-Users
- HRMIS accessible to End-Users

5. STAKEHOLDERS OF THE HRMIS PROJECT