My recent experience with the Basic Core HR and Payroll Modules of the HRMIS during the Induction/Training sessions carried out for Testers confirmed my belief that the system will revolutionise the way of doing business in the Civil Service.

The Induction/Training sessions have undoubtedly helped Testers to better understand and familiarise with the main screens that will be used for the User Acceptance Test. The “demos”, coupled with the related explanations given by the HRMIS Core Team, were clear, direct and easy to retain. I feel more confident to participate in the UAT.

I would, thus, like to pay gratitude to the HRMIS Core Team for all the efforts they are putting in to facilitate the tasks of Testers. I also wish that all Testers collaborate fully with MCSAR to ensure a successful UAT exercise.

Mr. Ramkissen CHARLYAN, Temporary Office Management Assistant
Corporate and Business Registration Department

It has indeed been an enriching experience for me to interface with the Basic Core HR and Payroll Modules of the HRMIS, which are now at the UAT phase.

I am sure that all Testers have been able to put into practice what they have learnt. We all successfully navigated through the system. Testers in general demonstrated a positive attitude which is a very good sign for the project. In my opinion, I firmly believe that during these two days, the UAT training programme has met its objectives.

Since we are now testing the system, all Testers should converge their efforts and make optimum use of the system to be able to identify and address shortcomings.

There is, therefore, no doubt that HRMIS would become a reality in the near future.

Mr M. Ramrekha, Finance Officer/Senior Finance Officer
Ministry of Social Integration and Economic Empowerment

1. OBJECTIVES OF HRMIS

HRMIS = la transparence, la bonne gouvernance et l’excellence !!!
As announced earlier, the UAT phase for the Basic Core HR & Payroll Modules has already started since 26 July 2016 and this exercise will last until October 2016.

The UAT is a critical activity which is performed to test whether the System responds to the User Requirements. This activity requires the availability, effort and commitment of all stakeholders concerned.

**Stakeholders involved in the UAT exercise**
Testers, Officers in Charge of HR/Finance Sections, HRMIS Core Team, CISD, CIB & SIL.

### 2.1. PREPARATIONS FOR USER ACCEPTANCE TEST

#### 2.1.1 PREPAREDNESS OF TRAINERS (HRMIS CORE TEAM)

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 June - 1 July 2016</td>
<td>Training on Basic Core HR &amp; Payroll Modules by SIL.</td>
</tr>
<tr>
<td>12 July - 14 July 2016</td>
<td>Training on Training Skills for Trainers “Micro Teaching” by the Civil Service College, Mauritius, which included a Mock UAT exercise involving the participation of 60 MCSAR staff.</td>
</tr>
<tr>
<td>15 July 2016</td>
<td>Participation in a Teambuilding Workshop to formulate an Operational Plan and clarify roles and responsibilities of stakeholders Before, During &amp; After the training and UAT.</td>
</tr>
<tr>
<td>22 July 2016</td>
<td>Training of HRMIS Core Team on J-Trac Tool by SIL. AIM: To learn how to log issues on the J-Trac for proper recording &amp; follow-up action.</td>
</tr>
</tbody>
</table>

#### 2.1.2 PREPAREDNESS OF TESTERS

**Induction: 19-22 July 2016**

- To apprise Testers of Ground Rules for conducting Training & UAT exercise in a timely, disciplined and consistent manner
- Testers’ familiarisation with the Training/UAT instances.

**Practical Training on Basic Core HR & Payroll modules by the HRMIS Core Team**

- Testers having hands-on practice on the system
- Demo: How to create employees, assign work details, run Quick Pay & Payroll, generate various reports (Payrolls, Variance & Reconciliation Reports).
  * Quick Pay – running payroll for only one employee.

Testers were provided with a self-explanatory UAT Training Guide prepared by Nawaaz, Girish & Kavish (members of HRMIS Core Team) to facilitate understanding of steps to be followed to process the payroll.

### Photos of Training sessions in IT Lab (MCSAR)

Following the training, Testers were also required to verify data into sampled employees with the data migrated by SIL in the UAT instance. This step was diligently carried out to address discrepancies regarding migrated data beforehand so as to facilitate conduct of the UAT exercise.
The UAT exercises are concurrently being carried out at 4 different sites namely:

• Registrar-General’s Dept (IT Lab)
• CISD (IT Lab)
• MCSAR (IT Lab & HRMIS Unit).

The UAT exercise is being executed in 2 cycles for payrolls (December 2015, January & February 2016) to test business rules inclusive of specific issues as indicated below:

<table>
<thead>
<tr>
<th>Payrolls</th>
<th>Testing of specific issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2015</td>
<td>End of Year Bonus</td>
</tr>
<tr>
<td>January 2016</td>
<td>Payment of annual increment</td>
</tr>
<tr>
<td>February 2016</td>
<td>Payment of unutilized Sick Leave</td>
</tr>
</tbody>
</table>

UAT started on 26 July 2016, that is, the next day following the Training to enable the freshly trained Testers to be in a better position to carry out the exercise.

Roles & Responsibilities at each UAT site:

1. A Team Leader to:
   • ensure proper functioning of the UAT exercise in a timely and disciplined manner
   • analyse discrepancies reported by Testers & decide on those to be recorded in J-Trac Tool
   • seek clarification from MCSAR, where necessary
   • debrief with Team on daily issues encountered icw UAT
   • send Feedback to Management (status reports of success & discrepancies)
   • reschedule tests, if required.

2. A Recording Officer to log discrepancies in J-Trac for remedial & follow-up actions.

3. A Centre Manager to take care of logistics.

4. Facilitators to:
   • give proper guidance to Testers on the various screens being used in the system
   • provide assistance with regard to the correct interpretation of business rules
   • Facilitate communication among Testers & Officers in Charge of HR/Finance Sections regarding clarifications and interpretation of business rules.

Activities for Testers

• input of HR, Finance & payroll details iro of sampled employees into the system
• validation of records
• running of payroll, reconciliation of HRMIS payroll with CISD payroll of sampled employees
• preliminary investigation of discrepancies following reconciliation of payrolls
• filling-in of Discrepancy Report.

The roles and responsibilities have been formulated in the Operational Plan in light of discussions at the Team Building Workshop on 15 July 2016.
Payroll processing is a complex exercise which should be error free and within a required time frame. Users of HR and Finance are currently conducting UAT for the HRMIS payroll module. It is, therefore, important to assess the time taken to run the payroll and whether it can also be run concurrently. Thus, a first performance test was carried out on 21 July 2016 to identify issues that may crop up. Payroll for 65 organisations i.e. some 4000 employees were run concurrently at the 4 UAT sites by the HRMIS Core Team. The Technical Team set up to monitor the situation was led by MCSAR IT Unit and comprised the Central Coordination Unit of CISD (CCU), GOC, SIL and CIB. Operations at site level were managed by Nawaz, Kavish, Amit & Vishal of the HRMIS Core Team. The CCU was requested to monitor the bandwidth during the test carried out.

All issues identified were channelled to respective stakeholders for corrective action to be taken. Similar exercises will take place in future to ensure that all issues are addressed.

H. Ramful (Miss), Senior Systems Analyst
Ministry of Civil Service and Administrative Reforms

Following a survey carried out by the Central Informatics Bureau, it was observed that sufficient equipment was not available in the Finance Sections of some Ministries/Departments. MCSAR immediately responded to the situation by funding the required number of computer equipment as indicated hereunder:

<table>
<thead>
<tr>
<th>Ministries/Departments</th>
<th>No. of PCs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Information Service</td>
<td>1</td>
</tr>
<tr>
<td>M/Business Enterprise &amp; Cooperatives (Cooperatives Division)</td>
<td>2</td>
</tr>
<tr>
<td>M/Education, HR, TE &amp; SR (Zone 2)</td>
<td>2</td>
</tr>
<tr>
<td>M/Gender Equality, CD &amp; FW</td>
<td>2</td>
</tr>
<tr>
<td>M/Industry, C &amp; CP (Commerce Division)</td>
<td>1</td>
</tr>
<tr>
<td>M/Industry, C &amp; CP (Industry Division)</td>
<td>1</td>
</tr>
<tr>
<td>National Transport Authority</td>
<td>1</td>
</tr>
</tbody>
</table>

August up to October: User Acceptance Test

November up to December: • Update of PRB 2016 Conditions into the HRMIS
• Development of Performance Management System.


CONTACT US

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