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

1. Objectives of HRMIS

- Senior Officials focus more on duties of strategic nature
- Synergy between HR & Finance Divisions
- Fast processing of HR & financial transactions e.g. salaries, allowances & benefits
- Empowered employees access their personal details & easily interact with HR & Finance Sections
- HRM made simple & easy
- Central online HR database for Civil Service

2. Project Timeline: 2013-2016

- October 2015: Payroll
  - All Mins/Depts
- December 2015: Core HR
  - 10 Mins/Depts (pilot)
- December 2016: 1. Self Service
  2. Learning Management
  3. Performance Management System
  - All Mins/Depts

Message of S. Luchoomun
Director, Human Resource Management

Message of R. Motah
Director, Financial Operations

United, we will succeed !!!

So, all the Best !!!
3. PROJECT STATUS

3.1. DATA MIGRATION PHASE

<table>
<thead>
<tr>
<th>Data Capture</th>
<th>Feeding Officers’ Data: from Officers’ Personal Files to Data Capture Forms (Status: 97%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Input</td>
<td>Extracting &amp; Recording Officers’ Data: from Officers’ Personal Files to Data Capture Forms</td>
</tr>
</tbody>
</table>

**Status of Data Input**

<table>
<thead>
<tr>
<th>Status of Data Input</th>
<th>No. of Mins/Depts</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>50</td>
</tr>
<tr>
<td>90% - 99%</td>
<td>11</td>
</tr>
<tr>
<td>90% - 99%</td>
<td>8</td>
</tr>
<tr>
<td>90% - 99%</td>
<td>3</td>
</tr>
<tr>
<td>90% - 99%</td>
<td>2</td>
</tr>
<tr>
<td>* Below 60%</td>
<td>3</td>
</tr>
</tbody>
</table>

**Overall Status:** 70.54% (38,362 officers)

- **Organisations below 60%**
  - Mauritius Police Force
  - J. Nehru Hospital
  - Dr. Jeetoo Hospital

Remote data input carried out by Interns @ MCSAR for:

- Mauritius Police Force
- M/Education & HR, TE & SR (Zone 2)
  - has progressed from 40% (May 2015) to 64%

**Data Capturing**

Amending and removing incomplete, inaccurate or duplicated data from the existing temporary database to ensure availability of correct, accurate and reliable data in the HRMIS.

**Circular Letter**

- Guidelines how to perform data cleansing exercise (Flowchart)
- Tool developed to facilitate the exercise (Validation Report)

**July 2015**

- Working sessions on Data Cleansing Exercise
- Start of Data Cleansing Exercise

**31 August 2015**

- Expected completion of Data Cleansing Exercise

**IMPORTANT NOTE:**

- After completion of the exercise, Supervising Officers & Officers in Charge of HR Divisions should sign and submit a Validation Certificate to MCSAR. The Validation Certificate will be a testimonial that the data cleansing exercise has been properly executed.
- Data Maintenance should also be carried out simultaneously.

3.2. PAYROLL

3.2.1. Payroll Run (PR)

Payroll run exercise involves reconciliation of HRMIS and CISD payrolls for sampled employees. Discrepancies identified are sorted out during the Conference Room Pilot (CRP) Reconciliation Exercise. After 2 successful PRs, preparations are underway for the 3rd one (PR3).

**Payroll Run 3**

**Explanatory session**

PR 3 - Batch 1

- Participants of HR & Finance Sections briefed on the importance of the exercise and on the need for the exercise to be conducted with precision.
- Assistance provided on how to fill-in HR, Finance & Employee Payroll Details Templates.

**Participating Organisations (Batch 1)**

M/Civil Service & AR, M/Labour, IR, E & T, M/Environment, SD, D & BM, M/Social Integration & EE, Government Printing, Central Information Systems Division, Civil Status Division, Corporate and Business Registration Department, Energy Services Division, National Archives Department, Pay Research Bureau, Valuation and Real Estate Consultancy Services.

**PR3 Reconciliation Exercise for the above organisations scheduled for 2 July 2015**

3.2.2. Major Changes in Payroll activities

**General Observation**

HRMIS will entail major changes in the way payroll activities are being carried out. Some activities would be centralised while others decentralised.

**Workshop on “Centralisation & Decentralisation”**

A workshop led by the Accountant-General and involving the participation of major stakeholders was held on 29 May 2015. Proposals for new processes under Government HRMIS/Payroll System were formulated (i.e. which payroll activities would need to be centralised or decentralised) have been finalised for consideration by higher authorities.
5. Main Challenges Being Encountered

<table>
<thead>
<tr>
<th>CHALLENGES</th>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Capture/input still ongoing</td>
<td>Organisations behind schedule have been requested to expedite matters to allow data migration phase to be completed as planned</td>
</tr>
<tr>
<td>Achieving 100% Data input by end of August 2015</td>
<td>Remote data input being carried out by MCSAR</td>
</tr>
<tr>
<td>HR &amp; Finance Coordinators having difficulties in carrying out streamlining of payroll elements and filling-in of templates, leading to inevitable delays</td>
<td>Slow connectivity &amp; bandwidth capacity being addressed by M/TCI for faster data input</td>
</tr>
</tbody>
</table>

6. Upcoming Major Events

**July:**
- Data Cleansing exercise starts across the Civil Service
- 22-23 July: Workshop with Coordinators “Readiness for the HRMIS”

**August:**
Payroll Run 3 - Conference Room Pilot (CRP2): 42 Mins/Depts

**August-September:**
Data Migration: Uploading data from Data Cleansing Application to HRMIS

7. Stakeholders of the HRMIS Project


Contact Us

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