The aim of this Newsletter is to keep you informed of the status of the HRMIS project being driven by the Ministry of Civil Service and Administrative Reforms in collaboration with Stakeholders.

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

HRMIS = la transparence, la bonne gouvernance et l’excellence !!!
2. PROJECT STATUS

2.1. DATA MIGRATION PHASE

<table>
<thead>
<tr>
<th>Data Capture</th>
<th>Extract Officers data from Personal Files record ➔ extracted data in Data Capture Forms</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Input</td>
<td>Data Capture Forms ➔ Data Cleansing Application</td>
<td>82 %</td>
</tr>
</tbody>
</table>

Status of Data Input | No. of Mins/Depts |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100 %</td>
<td>50</td>
</tr>
<tr>
<td>90 % - 99 %</td>
<td>16</td>
</tr>
<tr>
<td>80 % - 89 %</td>
<td>5</td>
</tr>
<tr>
<td>70 % - 79 %</td>
<td>2</td>
</tr>
<tr>
<td>* Below 70%</td>
<td>2</td>
</tr>
</tbody>
</table>

Data input completed for 43,911 officers

Data Cleansing 0.80 %

To eliminate incomplete, inaccurate and duplicate data from existing temporary database so that data uploaded in the HRMIS is correct, accurate and reliable.

15-17 July 2015 Working sessions on Data Cleansing Exercise with HR Coordinators & HR Representatives of all Mins/Depts

Issues covered during the working session:

(i) Schematic representation of data capture to data migration with emphasis on validation at each stage (Diagram 1)

(ii) by use of flowchart - step by step explanation how to proceed with validation exercise (Diagram 2 – Page 3)

(iii) demo of validation exercise comprising:
- login to validation application
- running of the Validation Report (individual & in bulk)
- saving of the Validation Report
- verification of the Validation Report
- recording inconsistencies (in soft copy)
- amending data in Data Cleansing Application
- printing of final Validation Report

(iv) participants were also provided with guidelines and user manual.

Note:
(a) Officers were reminded that the printed Validation Reports should be signed and kept properly in files.
(b) The Validation Certificate should be duly signed by Supervising Officers & Officer in Charge of HR Sections and submitted to M/Civil Service & AR after completion of the validation exercise.

<table>
<thead>
<tr>
<th>Mauritius Police Force (MPF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2015  ➔ July 2015 ➔ August 2015</td>
</tr>
<tr>
<td>27 % ➔ 49 % ➔ 63 %</td>
</tr>
</tbody>
</table>

Ongoing remote data input by Interns @ MCSAR

Dr. Jeetoo Hospital: 62 %

From Data Capture to Data Migration

(Data 1)
GUIDELINES FOR DATA CLEANSING EXERCISE

**Data Cleansing exercise in progress @ the following Mins/Depts**

M/Public Infrastructure & LT (Public Infrastructure & Land Transport Divisions), M/Social Security, NS & RI, M/Social Integration & EE, M/Education and HR, SR & TE (Zones 2 & 3), M/Environment, SD, D & BM, M/Civil Service & AR, M/Housing & Lands, M/Labour, IR, E & T (Labour & Employment Divisions), M/Foreign Affairs, RI & IT (International Trade Division), M/Industry, C & CP (Industry Division), M/Business, E & C (Cooperatives Division), M/Local Government, Office of the Vice President, Local Government Service Commission, Government Printing Department, The Judiciary, National Assembly, Energy Services Division, National Archives Department, Civil Status Division, Electoral Commissioner’s Office, Statistics Mauritius, Attorney-General’s Office, National Audit Office

*NOTE: Supervising Officers & Officers in Charge of HR Divisions should submit a Validation Certificate to MCSAR after completion of Data Cleansing exercise.*

---

**Diagram 2**

1. **Start Validation**
2. **Run Validation Report by Paysite Code or NID**
3. **Save Validation Report (already in PDF)**
4. **Print Validation Report or View Validation Report on screen**
5. **Cross check Validation Report with Data Capture Form (DCF)**
   - **Discrepancies found:**
     - **No** → **End Validation**
     - **Yes** → **Step 5(1)**
   - **Fill-in Discrepancy Column of Validation Report**
6. **Send Validation Report to officers (not performing validation) to feed correct data in DCA**
7. **Officer performing validation, prints new Validation Report or views new Validation Report on screen**
8. **Officer checks new Validation Report against Discrepancy column of previous Validation Report & DCF**
   - **Discrepancies found:**
     - **No** → **Print, sign & put initials on each page of Validation Report & place in appropriate PF**
     - **Yes** → **Step 5(2)**
   - **Repeat Step 5(2) to Step 9, until no discrepancy is left**
9. **Print, sign & put initials on each page of Validation Report & place in appropriate PF**
10. **Create & classify folders for easy follow up**

   - E.g. Mr. SMITH John Adam, Office Management Assistant, posted to HR Section of MCSAR, Paysite:1304-001
   - Save in Location: Drive C
   - Folder: HRMIS VALIDATION REPORT
   - Subfolder: HR SECTION or Subfolder: 1304-001
   - Subfolder: S151080580506B_SMITH

   - Save Validation Report as: SMITH_VR1.pdf

---

**Diagram 2**
2.2. Payroll

Payroll run exercise involves reconciliation of HRMIS & CISD payrolls for sampled employees, thereby identifying discrepancies which are sorted out during the Conference Room Pilot (CRP) Reconciliation Exercises. Three successful PRs (CRP1, CRP2 & Batch 1 of PR3) involving the Mins/Depts listed below have enabled several inconsistencies to be identified and corrected.

<table>
<thead>
<tr>
<th>Payroll Runs</th>
<th>Participating Ministries/Departments</th>
<th>Estimated Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Run 1 19 September 2014</td>
<td>Attorney General’s Office, Office of the DPP, Public Bodies Appeal Tribunal, Energy Services Division, M/Civil Service &amp; AR, M/Environment, SD, D &amp; BM, M/Social Integration &amp; EE, M/Housing &amp; Lands, M/Labour, IR, E &amp; T (Labour &amp; Employment Divisions)</td>
<td>75 %</td>
</tr>
<tr>
<td>Payroll Run 2 4 February &amp; 5 March 2015</td>
<td>Attorney General’s Office, Office of the DPP, Office of the President, Local Government Service Commission, Meteorological Services, Electoral Commissioner’s Office, National Audit Office, Employment Relations Tribunal, Ombudsman’s Office, M/Energy &amp; PU, M/Technology, C &amp; I, M/Arts &amp; Culture, M/Youth &amp; Sports, M/Gender Equality, CD &amp; FW, M/Agro Industry &amp; FS, M/Health &amp; QL</td>
<td>81 %</td>
</tr>
<tr>
<td>Payroll Run 3 CRP 1 2 July 2015</td>
<td>M/Civil Service &amp; AR, M/Labour, IR E &amp; T, M/Environment, SD, D &amp; BM, M/Social Integration &amp; EE, Central Information Systems Division, Civil Status Division, National Archives Department, Corporate &amp; Business Registration Department, Energy Services Division, Government Printing, Valuation and Real Estate Consultancy Services, Pay Research Bureau</td>
<td>95 %</td>
</tr>
</tbody>
</table>

Payroll Run 2 (CRP 2)

Explanatory sessions regarding filling-in of Templates

<table>
<thead>
<tr>
<th>Templates</th>
<th>Officers involved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR &amp; Finance</td>
<td>HR &amp; Finance Coordinators (42 Mins/Depts)</td>
<td>5 &amp; 6 August 2015</td>
</tr>
<tr>
<td>Employee Payroll Details</td>
<td>Finance Coordinators &amp; Schedule Officers for Payroll (18 Mins/Depts)</td>
<td>14 August 2015</td>
</tr>
<tr>
<td>&amp;</td>
<td>Finance Coordinators &amp; Schedule Officers for Payroll 2 Mins/Depts: M/Education and HR, SR &amp; TE, Mauritius Police Force</td>
<td>27 August 2015</td>
</tr>
</tbody>
</table>

PR3 Reconciliation exercise for the following Mins/Depts – scheduled for 3 September 2015

Payroll Run 3 CRP 2 - Batch 1 3 September 2015

Prime Minister’s Office (Rodrigues Division), M/Technology, C & I (Data Protection Office), M/Public Infrastructure & LT (Public Infrastructure & Land Transport Divisions), M/Tourism & EC (Tourism & External Communications Divisions), M/Business, E & C (Business Enterprise & Cooperatives Divisions), M/Industry, C & CP (Industry, Commerce & Consumer Protection Divisions), M/Labour, IR, E & T (Employment Division), Registrar General’s Department, Public Bodies Appeal Tribunal, The Treasury, Civil Aviation Services, Central Procurement Board, Mauritius Fire & Rescue Service, Ombuds person for Children’s Office

2.3. IT Infrastructure

Meeting on 21 August 2015
Meeting with Manager CISD, Chief Technical Officer, Central Informatics Board, MCSAR (IT UNIT)
Matters discussed How to properly tackle difficulties encountered for deployment of the HRMIS
Causes identified • lack of CISD staff posted to all Mins/Depts • some Mins/Depts do not have any IT coverage • equipment at Mins/Depts do not meeting minimal SIL requirements to run Validation Reports
Proposals To train officers of the IT Unit of Mins/Depts so that they can provide IT support in their respective Mins /Depts
3. MAIN CHALLENGES BEING ENCOUNTERED

<table>
<thead>
<tr>
<th>CHALLENGES</th>
<th>REMEDIAL ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuration of PCs for validation exercise not properly effected in most Mins/Depts</td>
<td>Onsite assistance provided by officers of the HRMIS UNIT *</td>
</tr>
<tr>
<td>Users having difficulty to access validation application (HRMIS Financials)</td>
<td>Onsite troubleshooting effected by officers of the HRMIS UNIT *</td>
</tr>
<tr>
<td>Delay in creation of logins for users involved in validation exercise</td>
<td>Workload of IT Section shared by officers of the HRMIS UNIT *</td>
</tr>
<tr>
<td>Many requests from Users for coaching on Data Cleansing Application (DCA) and Validation inspite of coaching sessions already held with Coordinators &amp; Representatives of Mins/Depts</td>
<td>Requests attended by officers of the HRMIS UNIT *</td>
</tr>
<tr>
<td>Very few Mins/Depts embarked on validation exercise as most officers of the HRM Cadre are now familiarising themselves with the DCA</td>
<td>Coaching provided by officers of the HRMIS UNIT *</td>
</tr>
<tr>
<td>Data input almost stagnant in some large Mins/Depts</td>
<td>Follow-up carried out by HRMIS Unit</td>
</tr>
<tr>
<td>Slow connectivity recurrently reported by many users</td>
<td>Problem reported to M/Technology, C &amp; I for necessary action</td>
</tr>
</tbody>
</table>

* Special thanks go to dedicated officers from the HRMIS Unit (Mr. Kassim, Temporary Office Management Assistant, Mr. Bhoyroo, Mr. Boodhoo & Mr. Mayeputh (Management Support Officers), who in addition to their normal duties, are doing configuration of PCs, carrying out installation of Java, resetting Internet explorer, testing of the work carried out and as well as coaching the users.

* Onsite Intervention by officers of the HRMIS Unit @ the following Mins/Depts (from 12 August onwards)

M/Business, E & C (Business Enterprise Division), M/Industry, C & CP (Industry & Commerce Divisions), M/Social Security, NS & RI, M/Technology, C & I, M/Foreign Affairs, RI & IT (International Trade Division), M/Labour, IR, E & T (Employment Division), M/Health & QL (Dr. Jeetoo Hospital), M/Public Infrastructure & LT (Public Infrastructure & Land Transport Divisions), M/Arts & Culture, M/Agro Industry & FS, M/Ocean Economy, MR, F, S & OI, M/Tourism & EC, M/Environment, SD, D & BM (Solid Waste Division), National Assembly, The Judiciary, National Audit Office, Civil Status Office
4. HRMIS Coaching Sessions

**Aim**
- to enable officers of the HRMIS Core Team to familiarise themselves with system functionalities and to gain a proper understanding of the technicalities of the processes involved
- to prepare participants to jointly carry out the payroll run exercise with SIL Team

**Conducted by**
SIL

**Venue**
M/Civil Service & AR

**Duration**
Weekly sessions as from 31st July until completion of Conference Room Pilots

**Participants**
HRMIS Core Team (HRMIS Team, Finance Team, Officers from the Treasury)

**Topics covered/to be covered**
- People Screen (main screen capturing employees basic data in the application)
- Assignment Screen, assignment of duties, actingship, creation of jobs, promotion, retirement, termination and re-hiring of employees, ...
- Setting up of hierarchies with position titles in the organization, allocation of roles such as Supervisor, ...
- Payroll details (elements definition, global values, User Defined Table, ...)

**Contribution of participants**
- to suggest meaningful amendments such as renaming of some ambiguous fields
- to confirm understanding of major concepts (e.g. effective date, update versus correction, ...)
- to reinforce mutual understanding on business rules between SIL & HRMIS Core Team

5. HRMIS Workshop “Readiness for the HRMIS” 22-23 July 2015

5.1. Feedback on HRMIS Workshop

Feedback received from 8 Mins/Depts only

M/Social Security, NS & RI, M/Health & QL (SSRN Hospital), M/Social Integration & EE, Office of the Director of Public Prosecutions, Public Bodies Appeal Tribunal, Prime Minister’s Office (Forensic Science Laboratory), Office of the President, Pay Research Bureau, Meteorological Services

**Positive Aspects**
- satisfactory sensitization programme
- successful in demonstrating the need for change
- increased knowledge on HRMIS

**Main concerns**
- lack of adequate IT infrastructure & slow connectivity @ Min/Dept level
- more emphasis should have been on usefulness & functionalities of HRMIS

6. Upcoming Major Events

- **3rd September:** CRP2 - Batch 1 (18 Mins/Depts)
- **30th September:** CRP2 - Batch 2 & 3 (23 Mins/Depts)
- **October 2015:** Data Migration: Data Cleansing Application → HRMIS

7. Stakeholders of the HRMIS Project


Contact Us

**HRMIS TEAM**
- Tel: 5 448 0876 / 5 448 0879 / PABX: 405 4100 (Ext: 10044-10047, 10052-10064)
- Email: hrmisunit@gmail.com

**FINANCE TEAM**
- Tel: 201 3967
- Email: hrmisfinance@gmail.com

**MCSAR - IT UNIT**
- Tel: PABX: 405 4100 (Ext: 10048-10049-10051)
- Email: mcsar-it@govmu.org