At the very outset, at the Ministry of Environment, Sustainable Development, Solid Waste and Disaster and Beach Management (MESDSWDBM), we were enthusiastic towards the HRMIS project since we were fully aware of its short, medium and long term benefits. Besides, in our digital era it is unthinkable that the Human Resource Sections in the Civil Service are still relying on paper files for the retrieval of data for decision making on issues related to the management of its human resources.

The HR Section @ the MESDSWDBM was fully prepared to meet the challenges in the implementation of the HRMIS Project. All staff have been equipped with adequate IT facilities, i.e. PCs with internet connections. Connectivity problems that we encountered at the beginning have been resolved to our satisfaction in a timely manner. The Oracle program has been uploaded in all our PCs without any problem and logins for all our staff have been obtained on time.

I sat with my officers and together we have mastered the exercise quite easily as the Data Cleansing Application is a user-friendly system. During the data cleansing exercise, close monitoring has been exercised so that the work is done in an effective and efficient manner. Most of the data amended during the data cleansing exercise were those related to problems encountered at the beginning of the data input exercise.

The project will boost productivity in the HR Sections and will increase the satisfaction of our staff. It is expected that it will impact positively on service delivery in the whole Civil Service.

To conclude, I would say that if the data capture and data input exercises have been carried out with utmost care, the data cleansing exercise should be easy and rapid. I seize this opportunity to thank my staff for their support, collaboration and commitment.

Lastly, I appeal to my colleagues of the HR Cadre to take ownership of the HRMIS project and drive it to ensure its successful implementation.

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**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 !!!**

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**2. Project Status**

<table>
<thead>
<tr>
<th><strong>Data Migration Phase</strong></th>
<th><strong>Overall Status</strong></th>
<th><strong>No. of Officers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Capture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Files → Data Capture Forms</td>
<td>97%</td>
<td>52,669</td>
</tr>
<tr>
<td>Data Input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Capture Forms → Data Cleansing Application</td>
<td>91.6%</td>
<td>49,852</td>
</tr>
<tr>
<td>Data Cleansing (Validation)</td>
<td>Eliminating duplicate, incomplete and inaccurate data from existing temporary database and uploading correct, accurate and reliable data in the HRMIS.</td>
<td>15.1%</td>
</tr>
</tbody>
</table>
### Status of Data Cleansing by Mins/Depts

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Mins/Depts</th>
<th>Depts</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>6</td>
<td>100</td>
</tr>
<tr>
<td>99% - 71%</td>
<td>15</td>
<td>6</td>
</tr>
<tr>
<td>70% - 51%</td>
<td>12</td>
<td>99</td>
</tr>
<tr>
<td>Below 30%</td>
<td>Remaining</td>
<td>64</td>
</tr>
</tbody>
</table>

#### Depts

- National Assembly
- Statistics Mauritius
- Energy Services Div
- International Trade Div
- Attorney-General’s Office
- Employment Relations Tribunal

- Government Information Systems
- Civil Status Div
- Tourism & EC
- National Transport Authority
- Business Enterprise Div
- Environment, NEC & BA
- Civil Service & AR
- Electoral Commissioner’s Office
- Office of the Vice President
- Office of DPP
- Public Bodies Appeal Tribunal
- External Communications Div
- The Treasury
- Local Government Service Commission
- Social Integration & EE

#### Remaining Mins & Depts

- Government Printing
- Finance & ED
- Technology, C & I
- Land Transport Div
- Cooperatives Div
- The Judiciary
- Mauritius Prisons Services
- Pay Research Bureau
- Foreign Affairs Div
- Agro-Industry & FS
- Financial Services, GG & IR
- Water Resources Unit

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The SCE @ MCSAR held several meetings with Mins/Depts to decide on strategy to be adopted to expedite matters w.r.t. Data Cleansing exercise.

**21 September 2015:** Police Dept

**12 October 2015:** Health & QL

**19 October 2015:** Education and HR, TE & SR, Finance & ED, Financial Services, GG & IR, TE and SR &T, Public Infrastructure, NDU, LT & S (National Development Unit), Youth & Sports, Pay Research Bureau, Corporate and Business Registration Department, Forensic Science Laboratory, Office of the President, Prime Minister’s Office, Valuation & Real Estate Consultancy Services, Fire Services, Central Procurement Board, Ombudsman’s Office, Civil Aviation.

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### Training sessions conducted by officers of the HRMIS Unit to facilitate data cleansing exercise (17 August to 22 October 2015)

<table>
<thead>
<tr>
<th>Designation</th>
<th>No. of participants trained on</th>
<th>Trainers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data Cleansing Application (DCA)</td>
<td>Validation Application</td>
</tr>
<tr>
<td>Manager, Human Resources</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Assistant Manager, Human Resources</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>Senior Human Resource Executive</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Human Resource Executive</td>
<td>20</td>
<td>70</td>
</tr>
<tr>
<td>Office Management Assistant</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Management Support Officer</td>
<td>30</td>
<td>23</td>
</tr>
<tr>
<td><strong>Total No. of officers trained</strong></td>
<td><strong>74</strong></td>
<td><strong>130</strong></td>
</tr>
</tbody>
</table>
Hands-on practice & support i.c.w. data input in the Data Cleansing Application (DCA) provided by Interns posted @ MCSAR

A glimpse of the training ...

Miss R.B. Dooky  Miss K. Simathree & Miss A. Danhawoo  Miss B.N. Arlando

Miss D. Tengur  Miss A. Joomun  Miss L. Teeluck

2.2. INDEPENDENT QUALITY ASSURANCE ON DATA CLEANSING

2.2.1. MODALITIES OF QUALITY ASSURANCE EXERCISE

Aim & Objective
- avoid the risk of migrating inaccurate and incorrect data into the system
- instill a Quality Culture in HR Divisions of Mins/Depts
- encourage HR Dept of Mins/Depts to constantly maintain their data thereby rendering them accountable for their data
- to ultimately help institutionalising a quality control mechanism in all organisations
- contribute in the sustainability of HRMIS, as a reliable system

Scope
To ascertain whether data cleansing exercise has been effectively carried out by all Mins/Depts, i.e. critical data of their respective employees are updated, complete, correct, accurate & consistent in DCA

Methodology
Start the exercise upon receipt of duly signed Data Cleansing Validation Certificate

Sample
Employees covering almost all grades on payroll/establishment of Mins/Depts
The exercise may cover all employees for small organisations

Data to be checked
Critical data having highest implication on payroll & other data also if many errors are detected.

Conduct of exercise
Verification of data input:
Data Cleansing Application against personal files & Data Capture Forms also (if many discrepancies are identified)

Access to Database
QA Teams will be provided with temporary logins to access database of Mins/Depts concerned.

Reporting of findings
- Teams would record findings in a Template, which would be endorsed by the O/C of HR Sections.
- In case of discrepancies, onus for taking corrective measures would rest on the O/C of HR Sections & fresh Data Cleansing Validation Certificate should be submitted to MCSAR within a given timeframe.

NOTE
Notwithstanding the undertaking of the Quality Assurance exercise, Mins/Depts will have to assume full responsibility of their employees’ quality of data that has been input into the system.
2.2.2. First Quality Assurance Exercise @ Employment Relations Tribunal (ERT)  
27 October 2015

| No. of employees on Payroll | 22 |
| Sample                      | 14 employees covering all grades on payroll of ERT |
| QA Team                     | 4 officers from the HRMIS Unit |
| Duration of exercise        | 1 day |
| Outcome                     | No discrepancy noted |

The QA team expresses its appreciation to ERT for its warm welcome & arrangements made to facilitate the QA exercise.

2.3. Payroll

2.3.1. Payroll Run (PR)

HRMIS & CISD payrolls for sampled employees are reconciled during the payroll run (PR) exercises, whereby inconsistencies identified are corrected.

Six successful payroll runs PR1, PR2 & PR3 (4 batches) have been already carried out. The estimated success rate for each PR is portrayed below.

Snapshots of Payroll Run 3 (Batch 2)

Demo of Payroll Run (Quick Pay) 
by Mr. A. Jeewa, AMFO
Presentation by Mr. R. Toerien, Team Leader, ECEMEA, Oracle South Africa

“A Day in the life of a Manager”- 20 October 2015

120 Participants (Officers in Charge of HR & Finance Sections of Mins/Depts)

Objective:
To illustrate the core functionalities of the Oracle HRMS modules (Human Resource, Performance Management, Payroll, ...)

How a computerised HR System streamlines & facilitates tasks to be undertaken
- A single efficient system catering for multiple tasks

Views of Participants:
Some officers expressed their appreciation towards the presentation and voiced out their impatience to use the HRMIS as soon as possible.

More emphasis should have been on the HRMIS application so as to learn more about the HRMIS which will be used by Public Officers.

An enriching learning experience...

**Snapshots of the Presentation...**

**2.4. PRESENTATION ON ORACLE HRMS**

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<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Officers involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 October 2015</td>
<td>Filling-in of Employee Payroll Details (EPD) Template</td>
<td>Finance Coordinators Schedule Officers for Payroll</td>
</tr>
</tbody>
</table>

**The HRMIS Core Team provided support to officers who were encountering difficulties to properly fill-in the EPD templates.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Officers involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 October 2015</td>
<td>PR 3 - Batch 2 &amp; Batch 3</td>
<td>HR Coordinators Finance Coordinators Schedule Officers for Payroll</td>
</tr>
<tr>
<td>28 October 2015</td>
<td>PR 3 - Batch 4</td>
<td></td>
</tr>
</tbody>
</table>
2.5. IT Infrastructure

Slowness in accessing the DCA & Validation application has been reported by M/Education and HR, TE & SR (Zone 3, Rose Belle), M/Financial Services, GG & IR (Ebène), Forensic Science Laboratory (Réduit) and Central Procurement Board (Rose Hill). The Project Manager, CIB is taking necessary action.

2.6. PR4 – Approach to “Live Deployment”

A comprehensive set of activities involved for PR4

As depicted, PR 4 will comprise a series of activities, among which the main ones will be mapping of payroll elements, training, User Acceptance Test, Payroll Run & Reconciliation of Payroll Runs.

Sensitisation on PR4

<table>
<thead>
<tr>
<th>Date</th>
<th>Officers concerned</th>
<th>21 Pioneer Mins/Depts</th>
</tr>
</thead>
</table>
### 3. HRMIS Coaching Sessions

**Sessions held @ date** 10

**Topics covered**

- People & Assignment Screens
- Definition of Job, Organisation, Grade, Key flex fields
- Understanding of major concepts such as: 
  - “effective date”, “Correction” & “Amendment”, “Value set”, “Global values”, “Balance”, “Fast formulae”
- Understanding and hands-on practice on payroll & payroll elements
- Data capture from HR, Finance & Employee Payroll Details Templates
- Carrying out of quick pay (payroll run for 1 employee), payroll reconciliation
- Going to error messages, investigating same and taking corrective action (roll back payroll)

**Benefits**

- Increased capacity building, knowledge, and self-confidence of the HRMIS Core Team
- More active and informed participation of the HRMIS Core Team in the design of the payroll module

### 4. Upcoming Major Events

1. **October - December:**
   - Conduct of Quality Assurance exercise upon receipt of Validation Certificates
2. **November - December:**
   - Payroll Run 4
   - Data Migration
   - Training of officers of the 21 pioneer Mins/Depts
   - How to use the HRMIS Basic Core HR & Payroll modules in a test environment from their workplaces.

### 5. Stakeholders of the HRMIS Project


### Contact Us

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- **Email:** hrmisfinance@gmail.com

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

All technical issues should be addressed to Central Informatics Bureau rluckun@govmu.org