The year 2016 will undoubtedly be one of achievements. The essential ground works to enable the HRMIS to rest on a strong foundation are nearing completion.

The hard work invested in the HRMIS Project will soon be rewarded when the system will become a friendly tool in the day-to-day management of our human resources. As Minister responsible for the Civil Service, I note with great pleasure that the majority of Ministries/Departments have managed to keep pace with the implementation timeline set by my Ministry. While encouraging them to sustain their efforts to meet the set targets, I would urge upon the few organisations that are behind schedule to redouble their efforts to catch up. As I have said several times, the HRMIS is one of the most important administrative reforms being undertaken for the modernisation of the civil service. It is set to become an effective tool in the utilisation of our human capital and ease the life of every public officer. The full operation of the system will help to catalyse the modernisation process and propel our Civil Service to new heights. We should then be very proud of legating this achievement for the benefit of our future generation.

I seize this opportunity to make an appeal to all Supervising Officers and officers concerned to remain connected with my Ministry in this journey towards excellence.  

Message of the Honourable Alain WONG, MSK  
Minister of Civil Service and Administrative Reforms

The coming into operation of the Basic Core HR and Payroll modules of the HRMIS will indeed be a milestone in the modernisation process of our Civil Service. The database that is being developed for this purpose has reached the validation phase and will constitute the very backbone of this system. The traditional manual system of human resource management will thus give way to a fully automated and modern system of management which will require our officers to adapt to new ways of doing business.

HRMIS is not only meant for the Officers of the HR and Finance Cadres. Eventually officers across the Civil Service can have access to the system through the “Self Service Application,” whereby they can obtain updated information with regards to their personal records as well as their balance of leaves and passages among others. This will be a major breakthrough in terms of quality service delivery in the public service.

Officers should, therefore, be made aware of the coming changes so as to cultivate the right mindset to embrace this major transition and willingly participate in the change process.

I would like to commend the efforts put in by officers at different levels for meeting the set targets in the implementation of this mega project that will benefit the whole civil service and invite them to muster more courage to keep the momentum. I would also urge upon Supervising Officers of Ministries/Departments and Heads of Division/Sections to place the HRMIS among their top priorities on their agenda for the transformation of the Civil Service.

Message of Mr. Premhans JHUGROO, Senior Chief Executive  
Ministry of Civil Service and Administrative Reforms

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>Activity</th>
<th>Process</th>
<th>Overall Status</th>
<th>No. of Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Capture</td>
<td>Personal Files → Data Capture Forms</td>
<td>97 %</td>
<td>52 460</td>
</tr>
<tr>
<td>Data Input</td>
<td>Data Capture Forms → Data Cleansing Application</td>
<td>94.5 %</td>
<td>50 925</td>
</tr>
<tr>
<td>Data Cleansing (Validation)</td>
<td>Eliminating <em>duplicate, incomplete and inaccurate</em> data from existing temporary database and uploading <em>correct, accurate and reliable</em> data in the HRMIS.</td>
<td>41.6 %</td>
<td>22 407</td>
</tr>
</tbody>
</table>

40 pioneer Ministries/Departments (PR 4) have achieved a completion rate of **93.2 %** (6 370 employees) as @ 28 January 2016 i.r.o the Data Cleansing exercise.

#### 2.1.1 STATUS OF DATA CLEANSING EXERCISE BY MINISTRIES & DEPARTMENTS

| M/Financial Services, GG & IR, M/Local Government, M/Technology, C & I, Prime Minister’s Office, Office of the President, Office of the Vice President, Public & Discipline Forces Service Commission, The Treasury, Valuation & Real Estate Consultancy Services, Land Transport Div, National Transport Authority, Employment Div, National Audit Office, Ombudsperson for Children’s Office | 91% - 99% |
| M/Civil Service & AR, Central Procurement Board, Industry Div, Local Government Service Commission, The Judiciary | 81% - 90% |
| M/Community Development, M/Orphanage & Home, M/Social Integration & EE, M/Youth & Sports, Government Printing Dept, Corporate and Business Registration Department, Central Information Systems Division, Mauritius Fire and Rescue Service, Cooperatives Division, Labour Div | 65% - 80% |
| M/Housing & Lands | 36% - 64% |
| M/Health & QL (Head Quarters, Zone 1, Zone 2, Zone 3, Zone 4), M/Social Security, NS & RI, M/Youth & Sports, Government Printing Dept, Corporate and Business Registration Department, Central Information Systems Division, Mauritius Fire and Rescue Service, Cooperatives Division, Labour Div | Below 35 % |

*Police Department, which was in the red zone in November 2015, has achieved a completion rate of **67%** as @ 28 January 2016 i.r.o the Data Cleansing exercise (i.e. 8 800 out of 13 097 employees).

*M/Housing & Lands has taken the commitment to complete the data cleansing exercise by the end of February 2016.*

#### 2.1.2 MEETINGS I.C.W DATA CLEANSING EXERCISE

Concerned with the slow progress achieved with regard to the data cleansing exercise, Mr. P. Jhugroo, Senior Chief Executive of MCSAR, held meetings with Officers-in-Charge of HR Divisions & HR Coordinators of Ministries/Departments (Table below) to secure their commitment for the successful completion of the exercise by **mid February 2016**.

<table>
<thead>
<tr>
<th>Date</th>
<th>Participants</th>
<th>Status of data cleansing exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Jan 2016</td>
<td>20 Ministries/Departments</td>
<td>yellow &amp; red zones</td>
</tr>
<tr>
<td></td>
<td>M/Education &amp; HR, TE &amp; SR (Head Quarters &amp; 4 zones)</td>
<td>completed only <strong>3.19%</strong> as @ 19 January 2016</td>
</tr>
<tr>
<td>22 Jan 2016</td>
<td>19 Ministries/Departments</td>
<td>some Ministries/Departments have already completed the exercise, but did not submit their Data Cleansing Validation Certificates no progress noted for some Ministries/Departments after having completed <strong>90%</strong> of the exercise.</td>
</tr>
</tbody>
</table>

*M/Education, HR, TE & SR will endeavour to complete the exercise by end of March 2016*

Meeting with the Top Management of M/Health & QL will be held in due course.
2.2. **Independent Quality Assurance on Data Cleansing**

### 2.2.1. Aim & Objective of Quality Assurance Exercise

- avoid the risk of migrating inaccurate and incorrect data into the System
- instill a quality culture in HR Divisions of Ministries/Departments
- encourage HR Department of Ministries/Departments to constantly maintain their data, thereby rendering them accountable for their data
- to ultimately help in institutionalising a quality control mechanism in all organisations
- contribute in the sustainability of the HRMIS as a reliable system.

**Quality Assurance exercises carried out:**

<table>
<thead>
<tr>
<th>December 2015</th>
<th>Employment Relations Tribunal, Statistics Mauritius, Office of the Director of Public Prosecutions, International Trade Division, M/Environment, SD and Disaster &amp; BM, Government Information Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2016</td>
<td>M/Social Integration &amp; EE, Registrar Generals’ Department, National Archives Department, Attorney General’s Office, Civil Status Division, Business Enterprise Division, Energy Services Division, Tourism Division, External Communications Division</td>
</tr>
</tbody>
</table>

**Snapshots of the Quality Assurance exercises held in January 2016**

No major discrepancies noted i.r.o critical data, i.e. data having a direct bearing on payroll.

**Remedial actions:**

- Ministries/Departments concerned were requested to attend to the minor discrepancies noted
- The HRMIS QA Team provided guidance to Ministries/Departments on specific issues so as to always maintain correctness of data in the system.
Ministries/Departments are required to submit fresh Data Cleansing Validation Certificates after addressing the minor discrepancies noted during the Quality Assurance exercises. Data Maintenance should be carried out at all times, even after the completion of the QA exercises.

3. PAYROLL

3.1. MAPPING OF CISD/HRMIS PAYROLL ELEMENTS

3.1.1 OBJECTIVE OF THE MAPPING EXERCISE:

- Officers of the Finance Sections to be familiarised with new payroll elements
- to eliminate inconsistencies regarding the naming of payroll elements
- to identify new payroll elements to be included in the HRMIS
- to take timely corrective action for updating the HRMIS database
- to facilitate migration of financial data (from CISD Payroll System to the HRMIS).

4. PAYROLL RUN 4 – APPROACH TO LIVE DEPLOYMENT

4.1. PIONEER MINISTRIES/DEPARTMENTS IN FINAL STAGE OF PHASE 1 OF THE HRMIS PROJECT

Development of the first Phase of the HRMIS Project, comprising the Basic Core HR & Payroll modules, has been completed by SIL. The 40 pioneer Ministries/Departments (listed below), earmarked for Payroll Run 4, have already completed/will soon complete the data cleansing exercise. They will participate in various activities (training, migration of data in the HRMIS, User Acceptance Test, parallel runs) as from February 2016 to be in a state of readiness.

1. M/Civil Service & AR
2. M/Tourism & EC & External Communications Div
3. M/Social Integration & EE
4. M/Environment, SD & D & BM
5. M/Finance & ED
6. M/Financial Services, GG & IR
7. M/Local Government
8. M/Housing & Lands
9. Land Transport Div
10. Industry Div
11. Commerce & CP Div
12. Employment Div
13. Business & Enterprise Div
14. Local Government Service Commission
15. Employment Relations Tribunal
16. National Assembly
17. Office of the Vice President
18. Electoral Commissioner’s Office
19. Registrar General’s Department
20. Prime Minister’s Office (including Rodrigues Div)
21. International Trade Div
22. Energy Services Division
23. National Transport Authority
24. National Archives Department
25. Water Resources Unit
26. Civil Aviation Department
27. Valuation & Real Estate Consultancy Services
28. Public Bodies Appeal Tribunal
29. Office of the President
30. Ombudsperson for Children’s Office
31. Pay Research Bureau
32. Ombudsman’s Office
33. Attorney-General’s Office
34. Office of the DPP
35. National Audit Office
36. Statistics Mauritius
37. Civil Status Div
38. PSC & DFSC
39. The Treasury
40. Government Information Service
**4.2. Sensitisation Session i.c.w Payroll Run 4 (PR4) @ Municipality of Port Louis**

To keep on the momentum, a Sensitisation Session was held on 11 January 2016 with the Project Champions (HR & Finance Coordinators) of the 40 Ministries/Departments reaching the final stage of Phase 1 of the HRMIS Project.

**4.2.1. Aim of the Sensitisation Session:**

- to emotionally prepare Project Champions to face all upcoming challenges associated with PR4 activities.
- to invite attention of officers to the crucial activities of PR4, namely the Data Cleansing, Quality Assurance, Data Migration, Training of Trainers and Users, UAT, sign-off and parallel-runs before the “soft-go live” deployment of the Basic Core HR and Payroll modules
- to remind Project Champions of their roles and responsibilities as Change Agents and the need to communicate progress achieved to their respective Supervising Officers and colleagues so as to facilitate the transformational change in human resource management in the Civil Service.

In his address, the Senior Chief Executive, Mr. P. Jhugroo, emphasised on the importance of commitment, dedication, the adoption of right mindset and teamspirit, which are necessary to successfully achieve all milestones set for PR4, including the “soft go-live” in March 2016.

**5. Training & Change Management**

Training and Change Management Programmes are deemed to be essential pillars for the proper taking off and sustainability of the HRMIS Project.

In view thereof, Training and Change Management Programmes are being mounted in collaboration with the Civil Service College of Mauritius.

**5.1. Aim of Training**

**Train the Trainers**
To develop prospective Trainers into proficient Trainers, thereby helping them to acquire the necessary knowledge, skills and aptitude to successfully deliver training to end-users.

The 21 officers forming part of the HRMIS Core Team will follow the “Train the Trainers” Course and will also undergo theoretical and practical assessments to ascertain that they are sufficiently equipped to deliver as effective Trainers.

**Training of Users**
To provide training and hand-holding support to end-users, thereby enabling them to operate with much ease and confidence in their new work environment.

**5.2. Aim of Change Management Programme:**

- to emotionally prepare employees to overcome their fears and to confidently face the upcoming challenges
- to successfully communicate benefits of the change initiatives to employees
- to reassure the employees that their new work environment will only enhance ways of doing business.
6. UPCOMING MAJOR EVENTS - 2016

JANUARY:
- Quality Assurance exercise (ongoing)
- Mapping of CISD & HRMIS payroll elements.

FEBRUARY:
Start of Training Programmes:
- Training of Trainers
  - Training Skills by the Civil Service College Mauritius
  - HRMIS (Basic Core HR & Payroll modules) by SIL
- Training of Project Champions (HR & Finance Coordinators)
- Training of Users.

MARCH:
- Training of Project Champions & Users (ongoing)
- User Acceptance Test
- Workshop with Project Champions of 40 pioneer Ministries/Departments
- Running of Basic Core HR & Payroll Modules in “soft go-live” environment
  (40 Ministries/Departments involved in PR 4)

APRIL - MAY:
- Training of Project Champions & Users (ongoing)
- Parallel Runs of Payroll
- Development of the Core HR, Self Service, Learning Management & Performance Management modules.

JUNE:
- Deployment of the Core HR, Self Service, Learning Management & Performance Management modules.

7. STAKEHOLDERS OF THE HRMIS PROJECT


CONTACT US

HRMIS TEAM
Tel: PABX: 405 4100 (Ext: 10044-10047, 10052-10064), 5 448 0952, 5 448 0876
Email: hrmisunit@gmail.com

FINANCE TEAM
Tel: 201 3967
Email: hrmisfinance@govmu.org

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

IT related issues to be addressed to Mr. Ujoodha, Project Manager, CIB
nujoodha@govmu.org