HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM

A central on-line HR database

Human Resource  MIS
Self Service  Performance Management System
Learning Management  Payroll

Ministry of Civil Service and Administrative Reforms
....for a professional public service committed to excellence
Rationale for a HRMIS

With the new orientation towards a performance-based and results-oriented public service and also in view of reforms initiatives put in place, Human Resource Management in the public service is called upon to adopt a more strategic approach and bring added value to an organisation. To play its role effectively, the HR function needs to take maximum advantage of the potential of ICT capabilities in enhancing administrative efficiency, timeliness and ensure quality service to management and employees. In this regard, the Ministry of Civil Service & Administrative Reforms has, as one of its major reforms initiatives, embarked on the integrated HRMIS project.

“The HRMIS will consist of a central on-line database of all public officers”
Objectives of the HRMIS

- Simplify and make easy the transactional aspects of Human Resource (HR) issues, ranging from recruitment to retirement to decrease the administrative burden
- Facilitate workforce management (attendance, leave) and performance management at all levels
- Enhance the line of communication/interaction across the civil service (both inter and intra Ministries/Departments)
- Avoid duplication of work through the availability of timely and accurate on-line information from a centralised database on public officers;
- Facilitate review and re-engineering of business processes (HR, Financial Operations, etc)
- Enable financial transactions relating to payroll, pensions, passages to be effected in a more coordinated and cost-effective manner
- Relieve senior officials from routine works to focus more on strategic issues
- Facilitate the analysis of data for monitoring and strategic planning as well as informed decision making at various levels
- Enable a judicious allocation and use of resources (human and financial) across the service (Optimisation of resources)
- Empower employees to access their personal details and also facilitate their interaction with the HR Division through employee self-service applications
Processing Expenditure monitoring will become more efficient and effective with on-line feeding of information to the TAS.

Processing of appointments and promotions will be faster as basic information on public officers will be available with a click of a button.

HRMIS interfacing with other Computerised Systems:

- E-Budgeting System
- Accounting System (TAS)
- Recruitment System
- Treasury Management System (TMS)
- Human Resource Management System (HRM)
Other Computerised Systems:

- **Recruitment System**: Automatic update of leave and passage accounts with automatic feeding of employees’ attendance into the HRMIS.

- **Treasury Accounting System (TAS)**: Processing of appointments and promotions will be faster as basic information on public officers will be available with a click of a button.

- **E-Budgeting System**: A more efficient annual budgeting system with respect to the HR component.

- **Passage & Pension Systems**: Automatic computation of passage and pensions of officers thus enabling early payment to beneficiaries.

- **Electronic Attendance System**: HRMIS interfacing with other Computerised Systems: HRMIS will be faster as basic information on public officers will be available in a click of a button.
The HRMIS will be an integrated system comprising five Oracle based modules namely:

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<tr>
<th>HRMIS MODULES</th>
<th>Description</th>
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<tr>
<td><strong>Human Resource</strong></td>
<td>An efficient and effective management of human resources, including strategic human resource planning.</td>
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<td><strong>Payroll</strong></td>
<td>Monthly payroll of employees to be generated through the system. Operations will be done automatically without the need for variation forms.</td>
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<tr>
<td><strong>Self Service</strong></td>
<td>Public officers to access their personal records (basic, leave accounts, passage accounts, salary drawn) without, however, the possibility of amending any record. Amendments, if any, will be done by HR Division upon request of the employee.</td>
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<td><strong>Learning Management</strong></td>
<td>Employees as well as the HR Division will have the possibility to better coordinate training activities. This module will also enable sharing of lessons, knowledge etc.</td>
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<tr>
<td><strong>Performance Management System</strong></td>
<td>On-line monitoring of performance of employees and will provide valuable information to supervisors and management to take appropriate decision - e.g training of low performers.</td>
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**Interconnection of modules**
All the five modules will be interconnected and this will enable management to have access to updated information on employees at real time.
Benefits of HRMIS

- Centralised Control
- Centralised Repository of HR transactions
- Online HR Processes
- Reduce the use of paper transactions
- Employees’ empowerment through Self Service
- Decentralised HR tasks
  - Update of Employee Personal information (controlled)
  - HR transactions affecting payroll
- Enabling strategic HRM

Integrated HRMIS Solution Map

Employee Self Service Layer

- Learning Management
- Performance Management
- Leaves Management

Core Applications

- Core HR
- Core Payroll

Interfaces

- Treasury Accounting System
- Pension System
- Passage Benefit
- Public Service Commission
- Disciplined Forces Service Commission
- e-Budgeting
- Attendance

Centralised Database Layer