Human Resource Management Information Systems (HRMIS)

“HR on the GO...”

"Readiness for the HRMIS"

(Project Status)

Workshop with HR & Finance Coordinators

22 & 23 July 2015

@ Swami Vivekananda International Convention Centre

Presented by:
K. Samlall
Deputy Permanent Secretary
Our Objectives

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

Our Project Timeline

- **1. Payroll**: All Mins/Depts
- **2. Core HR**: 10 Mins/Depts (pilot)
- **3. Self Service**: All Mins/Depts
- **4. Learning Management**: All Mins/Depts
- **5. Performance Management System**: All Mins/Depts
### Meet Our Team

**Assistant Manager, Human Resources**
- Ms Subhdrakumari PANCHOO
- Mrs. Rudrampa KORLAPU-BUNGAREE
- Mrs. Kalayanum SOONDRON
- Mr. Doomun NARAIN

**Human Resource Executive**
- Mrs. Shakuntala Devi PAUPIAH
- Miss Neermala CAVAREE
- Mrs. Neela THOONDEE
- Mr. Vivek RAMCHURN

**Assistant Manager, Financial Operations**
- Mr. Aslum JEEWA

**Financial Operations Officer/Senior Financial Operations Officer**
- Mrs. Fawzia MUNGROO

**Management Support Officer**
- Mr. Shahnawaaz KASSIM
- Miss Priya Dursunee SAUBA
- Mr. Girish BHOYROO
- Mr. Amit Visham MAYEPUTH
- Mr. Kavish BOODHOO
HRMIS Phases

User Requirement Document (URD)

Data Capture

Data Input

Data Cleansing

Data Migration

User Acceptance Test

Payroll Run 1

Payroll Run 2

Payroll Run 3 (Batch 1)

Payroll Run 3 (Batch 2)

Payroll Run 4

Payroll Run 4

Payroll Go Live
- Preparation of User Requirement Document (1555 pages)
  - compiling common allowances (across all Mins/Depts)
  - compiling specific allowances for each Ministry/Department (80 Mins/Depts)

- Designing Process flows for each HR transaction (Recruitment → Retirement)

- Validation of User Requirement Document (April-June 2014)
  - scrutiny of contents of User Requirement Document (URD)
  - certify correct the contents of the URD by 15 Validation Teams (Teams comprised designated officers of HRM Cadre “experts” in HR specific fields)
  - updating URD upon changes in business rules
Activities carried out:

- working out a Data Capture Strategy
- design of Data Capture Form & Guidelines
- conduct explanatory sessions
Activities carried out:

- Provide guidance to SIL on layout & display of modules for Data Cleansing Application
- Prepare guidelines & templates
- Conduct training sessions
- Qualifications Database + codes built up by an MSO
- Onsite interventions for troubleshooting
### Project Status

#### Status: Data Input

<table>
<thead>
<tr>
<th>Status</th>
<th>No. of Mins/Depts</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 %</td>
<td>49</td>
</tr>
<tr>
<td>90% - 99%</td>
<td>10</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>7</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>4</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>1</td>
</tr>
<tr>
<td>Below 60% *</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Organisations where Data input is below 60%
- Mauritius Police Force
- J. Nehru Hospital
- Dr. Jeetoo Hospital
- Remote data input carried out @ MCSAR for:
  - Mauritius Police Force (ongoing)
  - M/Education & HR, TE & SR (Zone 2) (ongoing)
  - M/Education & HR, TE & SR (Zone 4)
  - Mauritius Fire & Rescue Service
  - M/ Social Security, National Solidarity & RI
  - M/Agro Industry & FS
  - Victoria Hospital

### Overall Status for Data Input:
- 72.87%
- 39,632 officers
**PROJECT STATUS**

**DATA CLEANSING**
Amending and removing incomplete, inaccurate & duplicated data from existing temporary database to ensure that data uploaded in the HRMIS is correct, accurate and reliable.

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
</table>
| Circular Letter No. 18 of 2015 (8 June 2015) | ✓ Flowchart - Guidelines demonstrating how to perform data cleansing exercise  
✓ Validation Report - Tool developed to facilitate the data cleansing exercise |
| July 2015             | ✓ Working sessions on Data Cleansing Exercise  
✓ Start of Data Cleansing Exercise                                      |
| 31 August 2015        | ✓ Expected completion of Data Cleansing Exercise                        |

**Important Note:**

*Supervising Officers & Officers in Charge of HR Divisions should sign & submit a Validation Certificate to MCSAR.*

Validation Certificate = testimonial  
(ascertaining that the cleansing exercise has been properly executed @ the level of Ministries & Departments)

***Data Maintenance should be carried out concurrently...***
Data Migration Process

**PROJECT STATUS**

**DATA CAPTURE**
- Manual File

**DATA CLEANSING APPLICATION**
- Input + Data Maintenance
- Reconciliation of Data

**MIGRATION SYSTEMS**
- Sil/MCSAR
- Cut Off Date

**DATA MIGRATION**
- Sil
- Logical Sequence of Migration

**HRMIS DATABASE**

**Validation Part 1**
- completeness of data

**Validation Part 2**
- cleansed, accurate & correct data
- thru' Output Report

**Responsibility of Tasks**
- Degree of tolerance of unmatched data
Job Codes
- Job codes assigned by Statistics Mauritius on the basis of NASCO 8-digit (4000 job codes)
- working sessions with Statistics Mauritius & HRMIS Team
- mapping of Job Codes by HRMIS (from CISD 6-digit to NASCO 8-digit)
- liaise with Statistics Mauritius for creation of new job codes...

Streamlining & consolidation of Payroll elements
- to avoid confusion regarding payments of allowances (all types of allowances being created for ease of payment by Mins/Depts)
- Time to standardise, ONE appellation for each specific allowance, across the Civil Service

Issues resolved by Legal & Policy Working Group
- payment of end of year bonus at time of death instead of at end of year
- standardising the calculation for end-of-year bonus
- handling of negative pay
✓ Payroll Run (PR)

Payroll run exercise
= reconciling HRMIS & CISD payrolls for sampled employees

Discrepancies noted are sorted out during the Conference Room Pilot Reconciliation Exercise

- 2 successful PRs have already been carried out
  
  PR3 is in process...
<table>
<thead>
<tr>
<th>Ministries/Departments</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>19 September 2014 (10 Organisations)</strong></td>
<td>75 %</td>
</tr>
<tr>
<td>1. Attorney General’s Office</td>
<td>1. M/Civil Service &amp; AR</td>
</tr>
<tr>
<td>2. Office of the DPP</td>
<td>2. M/Environment, SD, D &amp; BM</td>
</tr>
<tr>
<td>3. Employment Division</td>
<td>3. M/Housing &amp; Lands</td>
</tr>
<tr>
<td>4. Energy Services Division</td>
<td>4. M/Labour, IR, E &amp; T</td>
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<tr>
<td>5. Public Bodies Appeal Tribunal</td>
<td>5. M/Social Integration &amp; EE</td>
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<thead>
<tr>
<th><strong>4 February &amp; 5 March 2015 (16 Organisations)</strong></th>
<th>81 %</th>
</tr>
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<tbody>
<tr>
<td>1. Attorney-General’s Office</td>
<td>10. M/Energy &amp; PU</td>
</tr>
<tr>
<td>2. Office of the DPP</td>
<td>11. M/Technology, C &amp; I</td>
</tr>
<tr>
<td>3. Office of the President</td>
<td>12. M/Arts &amp; Culture</td>
</tr>
<tr>
<td>5. Meteorological Services</td>
<td>14. M/Gender Equality, CD &amp; FW</td>
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<tr>
<th><strong>2 July 2015 (12 Organisations)</strong></th>
<th><strong>95%</strong></th>
</tr>
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<tbody>
<tr>
<td>1. Central Information Systems Division</td>
<td>1. M/Civil Service &amp; AR</td>
</tr>
<tr>
<td>2. Civil Status Division</td>
<td>2. M/Labour, IR, E &amp; T</td>
</tr>
<tr>
<td>3. Corporate &amp; Business Registration Department</td>
<td>3. M/Environment, SD, D &amp; BM</td>
</tr>
<tr>
<td>4. Energy Services Division</td>
<td>4. M/Social Integration &amp; EE</td>
</tr>
<tr>
<td>5. Government Printing</td>
<td></td>
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<tr>
<td>6. National Archives Department</td>
<td></td>
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<tr>
<td>7. Pay Research Bureau</td>
<td></td>
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<tr>
<td>8. Valuation &amp; Real Estate Consultancy Services</td>
<td></td>
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</tbody>
</table>
Challenges encountered

Shift from manual to automated system

People

Process

Technology

Culture

Structure

One assumption is that computerisation requires new and even more advanced forms of literacy, but another outlook is that it deskills clerical work by reducing it to set routines such as data entry. (Perie et al. 1999)
✓ Data Migration

Data Migration Strategy to be devised

Training of Users

User Acceptance Testing
Role of HR & Finance

- Role of HR & Finance Staff in using the integrated system
- Roles of HR & Finance to be redefined

“new ways of doing things”
It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is the most adaptable to change.

Charles Darwin

Thank you for your kind attention