Integrated Human Resource Management Information System

What changes with HRMIS?
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Discussion Topics

- Understanding Core HR & Payroll
- Changes in Perspective
- The Approach - PR1, PR2, PR3 & PR4
- PR4 – The next stage
- HRMIS Infrastructure
- HRMIS Support Structure
### Key HR Functions & Oracle Modules

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Understanding Core HR & Payroll

Centralised Database Layer

Employee Self Service Layer

Core Applications

Core HR
Core Payroll

Performance Management
Leaves Management

Learning Management

TAS
Pension System
Passage Benefit
PSC
DFSC
e-Budgeting
Attendance
The Core Process

- **Core HR Repository of Employee Data**
- **Min/Dept Payroll Processing**
- **Centralised Payroll Processing**
- **Treasury Accounting System (TAS)**

Updates flow from each step to the next.
HRMIS HR & Payroll Process

**HR Inputs**
- Checklist from HRMIS
  - Level 1 Validation
  - Level 2 Validation
  - Saved Validated Changes

**Finance Inputs**
- Checklist from HRMIS
  - Level 1 Validation
  - Level 2 Validation
  - Saved Validated Changes

**CSD**
- Authorized Changes
- Authorized Bulk Changes (Check Off)
- Upload Report - Checklist from HRMIS
  - Level 1 Validation
  - Level 2 Validation
  - Saved Validated Changes

**Ministry/Department**
- Payroll Run
- Verifications
- Reconciliation
- Corrections
  - Level 1 Validation
  - Level 2 Validation
  - Saved Validated Changes

**CSD – Central Payroll Run**
- Payroll Run
- Payroll Reports
- Verification & Approval of Final Run
- Issue Payslip
  - Level 1 Validation
  - Level 2 Validation
  - Saved Validated Changes

**TAS**
- Accounts Payable Module
- TAS Activities & Payments
- Post Run Processes
- Transfer to TAS
Changes in Perspective

• What Automation implies?
• Payroll operation activities
• Centralization – Decentralization of Operations
• Data Management - *relevance to Data Governance*
• System Access – Role based
• Integration Components
• Standardization
  – Centralized & Controlled Definitions
  – Reporting Practices
• Living with a System
Automation of HR & Payroll functions

• Configuring your Business Rules into the HRMIS
• Automated computation of payroll figures
  – Overtime
  – Bonus
  – Conditional Allowances
• One point employee information update
• Bulk uploading
• Integrated sub-systems (Passage Benefit, PSC/DFSC etc.)
HR & Payroll Operation Activities

• Proper & Updated Records
• Controlled validations
• Standardized process
• Decentralized HR & Finance activities and responsibilities
• Ownership of your data
• Online
• Less Paper
Your Data

Ownership & Responsibility

Security

Timeliness

Accuracy

Correctness
System Access

• Role Based
  – HR Interactions with HRMIS – Update/Verification
  – Finance interactions with HRMIS – Update/Verification
  – Manager Access – View Data
  – Approver Access – Validation of changes
  – Reporting Access – Range of reports and access to HR information

• Implications
  – A new way of operation based on your specific roles and responsibilities
  – More accountability on system usage
  – Controlled environment & operation
  – A new model of roles with HRMIS
HRMIS Integrating Components

- Controlled Inputs
- Standardized Flow of Data
- Output-Input as part of a bigger process
- Accountability of data/information
- Seamless flow of data/information
- Traceability of data/information
- Improve processing
- Part of data management guided by Data Governance framework
Standardization

- Centralized & Controlled Definitions
- Alignment with PRB, CSO definitions
- Decentralized usage
- Reporting Practices
- Operations – irrespective of Ministry/Department specificities

Formulating the HR/Payroll operations around HRMIS as a tool

CHANGE
Sample representative of the population (+/-)
Coverage of spans of 1 year payroll elements
Different payroll months for better functional coverage
Constant build up to contain all the business rules
PR4 – The next stage

- Data Migration activities to HRMIS
- Rationale on Ministries/Dept. to go LIVE
- Go-LIVE expectations
- Training Activities
- UAT – User Acceptance Testing
- Payroll Parallel Runs
Data Migration process (High Level)

- **Capture**
- **Cleanse & Capture Data**
- **DCF**
- **Verification Process 1**
- **Verification Process 2 & Cleansing Exercise**
- **Data Cleansing Application**
- **Staging Area**
- **MCSAR**
- **SIL**
- **Data Reconciliation**
- **Updates**
- **Migration Logical Sequencing**
- **HRMIS Database**
- **Reconciliation of Migrated data with Source data (cut-off date)**
- **Verification of Migrated data on HRMIS**
Some Definitions (in context)

- **Data Capture**
  - Sourcing the data and extracting the data from the current data source

- **Data Cleansing**
  - Activities involved in verifying, correcting and rationalizing the data

- **Data Input**
  - Inputting the data in an electronic form – Data Cleansing Application (DCA)

- **Data Reconciliation & Verification**
  - Agreeing the content of the source data and the captured data

- **Data Cleansing Application (DCA)**
  - A web based application used to cleanse the data

- **Data Migration**
  - The process to upload the cleansed data on the HRMIS application
HR Data

• Government HR Data
• Source of Data – where are your HR data?
• What is the state of your data?
• Assess your Data
  – Reliability
  – Correctness
  – Accuracy
  – Availability
• Evaluate Criticality of your HR Data
Data Migration Key Activities

- Data Capture (Extraction) & Cleansing from Manual file
- Verification Process 1 of data captured
- Data Input in electronic form in DCA
- Cleansing & Verification Process 2 using DCA Report
- Moving Cleansed Data to Staging Area
- Reconciling with Source Data at Cut-Off date
- Migration of Data in logical Sequence in HRMIS
- Reconciliation & Verification of Migrated Data on HRMIS
- Sign – Off on migrated data
Key Dependencies & Approach

• Key Dependencies
  – Data input rate
  – Data cleansing process
  – Verification process of input data on DCA

• Approach
  – First Completed, First Migrated
  – Detailed planning of the activities with specific targets
  – Set up of a dedicated data migration team
    • SIL- MCSAR Core Team for migration
    • MCSAR Core Team for Migration – Ministries/Department
  – Mechanism to recycle rejected data
Rationale of Ministries/Dept. for “Soft Go-LIVE”

• Which batch of ministries first?
  – Readiness assessment
  – Dependencies on Data (Cleansing/ Migration/Reconciliation)

• “Soft GO-LIVE” Expectations

• Parallel Runs

• Closing the “Soft GO-LIVE”
Training Activities

• Readiness of Champion Training
• Training Scope and objectives defined
• Approach and Planning the Training Activities
• Core Team Coaching on the PR3 Stage
• Hands On as part of knowledge transfer
• Participation of Core Team in the “first hand” troubleshooting work sessions with SIL on PR3 reconciliation
• Training of the Core Team as facilitators and trainers
• Training delivery - Ministry/Dept. champions (train the trainer approach)
• End User training by the champions
• SIL User Training Manual
• MCSAR procedure manual
User Acceptance Testing (UAT) Activities

- Readiness of UAT stage
- Scope & expectations of UAT
- Who will test? Centralized testing v/s Decentralized testing
- Detailed plan of the UAT
- Test Scenario construction (SIL - Core Team – Champions)
- Agreeing test scenarios with Scope and Objectives of UAT
- User Testing - independent activity
- Managing Issues reporting & resolution mechanism (Online JTrac tool)
  - Issues logging & reporting
  - Issues Resolution by SIL
  - Re-testing and tracking
  - Issue Closure
- Measuring UAT outcomes with Scope and expectations
- Acceptance & Sign-Off Decision
Payroll Parallel Run (1)

- Readiness for Payroll Parallel Run
  - Data Migration dependencies
  - Batch of Ministries/Department dependencies
- Readiness for Legacy CISD reconciliation pre-requisites
  - Streamlined Payroll Elements Mapping
- Define Scope and Objectives of Parallel Run
- Detailed planning for Parallel run
- Decide on the month for Parallel Run
- Payroll Parallel Run execution
Payroll Parallel Run (2)

• Managing Issues reporting & resolution mechanism for Parallel Run (Online JTrac tool)
  – Issues logging & reporting
  – Issues Resolution by SIL
  – Re-testing and tracking
  – Issue Closure

• Measuring Parallel Run outcomes with defined Scope and Expectations

• Acceptance & Sign-Off Decision
HRMIS Infrastructure

GOC Network

Server 1

Mirrored Server

GOC Hosting
HRMIS Support Structure

- Application Support Structure
  - Help Desk System
  - Core Team Functional Support & “First Aid” Support
  - SIL Team Support and “Hand Holding” activities
  - Online Issue Logging and Tracking Mechanism
  - Priority definition and settings of issues encountered

- Database and Application Administration Support
  - Help Desk System
  - CISD Team as “First Aid Support”
  - SIL Technical Team as part of our Support Agreement
  - Online Issue Logging and Tracking Mechanism
  - Issue Criticality