



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

16 July 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 56 of 2018
E/70/51/03/05

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Implementation of HRMIS Project
Verification of migrated Financial Data in HRMIS Live Instance and Parallel Run

Please refer to this Ministry's Circular Letter No. 36 of 31 May 2018, wherein you were informed that the State Informatics Limited (SIL) would migrate the financial data of all employees in bulk from the CISD platform onto the HRMIS Live Instance.

2. I am now pleased to inform that SIL has already completed the process of migration of the financial data in respect of all employees based on the payroll for the month of June 2018. Accordingly, Ministries/Departments would have to embark on the next phase of the HRMIS project, which consists of the parallel run of the HRMIS payroll together with the CISD payroll. It is, therefore, imperative that user Ministries/Departments proceed immediately with the verification of the migrated financial data on the system to ensure that (i) discrepancies, if any, are promptly attended to, and (ii) once corrective action has been taken, submit a certificate **by 31 July 2018 at latest**, certifying that the financial data have been duly verified and are correct.

3. Officers in Charge of Finance Sections are requested to review the HRMIS list of employees and ensure that they are assigned the corresponding TAS values as displayed in the list submitted by the **Director Financial Operations on 09 July 2018**. They should also verify the old and new paysites in HRMIS and add any missing information on the system itself.

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4. At this stage of the project, I deem it necessary to apprise all my colleagues, Supervising Officers, that a fresh Action Plan as in Appendix has been approved by this Ministry. A copy of the revised Action Plan has also been circulated in Cabinet together with a Paper on the status of the HRMIS Project. It is now incumbent upon all Supervising Officers to personally ensure that the project is implemented urgently to avoid any unnecessary cost overruns.

5. At the same time, Supervising Officers must also ascertain that both HR and financial data in the system are continually and systematically updated. In this connection, Officers in Charge of HR and Finance Divisions of all Ministries/Departments are requested to submit to the HRMIS Unit in this Ministry a progress report on their HR and financial data updates **by the 24th day of each month**. Nil returns should also be submitted.

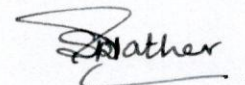
6. It should be noted that in accordance with the Action Plan, the Parallel Run of the HRMIS Payroll with the CISD Payroll will be launched in September this year and will last until February 2019. The main objective of the parallel run is to assess the reliability and effectiveness of the system and to take such corrective action as may be required prior to the project going live.

7. I take this opportunity to remind my colleagues that an intensive training programme has been provided to users on the Basic HR and Payroll modules. Each Ministry/Department is now equipped with a sufficient number of trained staff from the HR and Finance Cadres as well as supporting staff to manage the HRMIS, particularly in data update and on running of the payroll for all employees, on a monthly basis.

8. The HRMIS Core Team, which includes representatives of the Ministry of Finance and Economic Development, may be contacted on hrmisfinance@govmu.org and hrmisunit@gmail.com respectively, for any query or clarification, should the need arise.

9. I would appreciate it if you could bring the contents of this Circular Letter to the attention of all Officers in Charge of the Finance and HR Sections of your respective Ministry/Department.

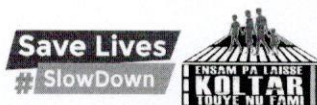
10. I thank you for your continued support and collaboration.



S. K. Pather

Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service



ACTION PLAN FOR THE HRMIS PROJECT

APPENDIX

SN	MODULES	ACTIVITIES	RESPONSIBILITY	TIME FRAME	REMARKS
1	Basic HR Module (including relevant Self Service component) (Central Online HR Database for all employees)	SIL already provided HRMIS Live Instance to all Min/Depts for HR Data Updating	SIL	Already provided as from Oct-2017	As at 19.06.2018, all <u>78</u> Ministries/Departments have already completed their HR Data Updating and are now ready for the Parallel Run.
2	Payroll Module (including relevant Self Service component – Online Payslip)	Provision of Cloned Production Instance with updated 2016 PRB business rules and updated TAS	SIL	Already provided to Treasury on 22 May 2018	
		User Acceptance Test	Treasury/ Min/Depts	22.05.18 – 31.07.18	Requirements of Treasury is being looked into by both teams. Treasury will be concentrating on budget and closure of financial year

ACTION PLAN FOR THE HRMIS PROJECT

SN	MODULES	ACTIVITIES	RESPONSIBILITY	TIME FRAME	REMARKS
	Payroll Module (including relevant Self Service component – Online Payslip) (continued)	Clearing of Discrepancies identified during UAT and issues identified by IT Security Unit and listed in the Annex to Acceptance Certificate of 2013 PRB Report including Configuration of Payslips and Payroll Reports (incl. Car Loan reports) for printing	SIL	22.05.18 – 06.08.18	3 Issues identified by HR Section (1 PRB13, 2 PRB16) are yet to be cleared. <i>2 Issues identified by ITSU [(i) Addressing all vulnerabilities detected by GOC, (ii) Submission of outstanding deliverables for HRMIS (i.e. Status Report, Risk Mitigation and Treatment Plan, Revised version of the IT Security Policy)]</i>
		Migration of all Financial Data from CISD onto HRMIS for payroll month June 2018	SIL	11.06.18 - 30.06.18	All CISD elements as at 30 June 2018 should be migrated onto the HRMIS
		Signing-off of Acceptance Certificate for PRB 2016 report business rules	MCSAR/Treasury	07.08.18	
		Deployment of accepted changes on Production Instance	SIL	07.08.18 – 24.08.18	
		Parallel Run for Basic HR & Payroll modules	Mins/Depts	01.09.18 – 28.02.19	Parallel Run will involve cross verification with Payroll of July and August 2018 against CISD payroll and subsequent months.
		Go Live	Mins/Depts	01.03.19	

ACTION PLAN FOR THE HRMIS PROJECT

SN	MODULES	ACTIVITIES	RESPONSIBILITY	TIME FRAME	REMARKS
3	Core HR (comprising Leave Management, other Core HR and Interfaces, including relevant Self Service component)	Training of Trainers to conduct UAT	SIL	24.09.18 – 28.09.18	Provision of User Manual by SIL
		Provision of updated Instance (excluding HR Reports)	SIL	28.09.18	
		Provision of Instance including HR Reports	SIL	15.10.18	
		User Acceptance Test	Core Team/MCSAR	01.10.18 – 17.12.18	
		Clearing of Discrepancies	SIL	01.10.18 - 19.12.18	
		Signing –Off	MCSAR	20.12.18	Completion of Core HR and Payroll
		Deployment of Instance	SIL	20.12.18 – 31.01.19	Including the migration of data for all Mins/Depts
		Training of End-Users	Core Team	20.12.18 – 31.01.19	
		Go Live	All Mins/Depts	04.02.19	<i>Concurrently monitoring of Parallel Run from Sept 18 to 25 Feb 19</i>

ACTION PLAN FOR THE HRMIS PROJECT

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4	Performance Management <i>(including relevant Self Service component)</i>	Training of Trainers for conduct of UAT	SIL	26.02.19 – 05.03.19	Provision of User Manual by SIL
		Delivery of Instance for User Acceptance Test.	SIL	05.03.19	Including relevant HR reports.
		User Acceptance Test	Core Team/MCSAR	06.03.19 – 05.04.19	
		Clearing of Discrepancies	SIL	06.03.19 - 12.04.19	
		Signing-off	MCSAR	15.04.19	
		Deployment of Instance	SIL	16.04.19 - 30.04.19	
		Migration of Data	SIL/MCSAR	02.05.19 – 20.05.19	
		Training of Employees	SIL	As from 21.05.19	To be defined as per contract
		Training of Managers	SIL	As from 21.05.19	To be defined as per contract
		Go Live	All Mins/Depts	June 2019	

ACTION PLAN FOR THE HRMIS PROJECT

SN	MODULES	ACTIVITIES	RESPONSIBILITY	TIME FRAME	REMARKS
5	Learning Management module (including relevant Self Service component)	Working out and Submission of MCSAR requirements to SIL	Core Team/MCSAR	16.04.19 – 17.06.19	
		Development and installation of Software	SIL	18.06.19 – 28.08.19	
		Training of Trainers to conduct UAT	SIL	29.08.19 – 05.09.19	Provision of User Manual by SIL
		Provision of Instance for User Acceptance Test.	SIL	05.09.19	Including relevant HR reports.
		User Acceptance Test	Core Team/MCSAR	06.09.19 – 07.10.19	
		Clearing of discrepancies	SIL	06.09.19 – 11.10.19	
		Signing-off	MCSAR	14.10.19	
		Deployment of Instance	SIL	15.10.19 - 01.11.19	
		Training of Employees	SIL	As from 04.11.19	To be defined as per contract
		Training of Managers	SIL	As from 04.11.19	To be defined as per contract
		Go Live	All Mins/Depts	December 2019	

Ministry of Civil Service and Administrative Reforms

19.06.2018