HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)   Newsletter Issue No.13 - May 2016

The aim of this Newsletter is to keep you informed of the status of the HRMIS project being driven by the Ministry of Civil Service and Administrative Reforms in collaboration with Stakeholders.

PREPARING FOR THE USER ACCEPTANCE TEST (UAT)

Conscious of the fact that the User Acceptance Test (UAT) of the basic Core HR and Payroll Modules constitutes a very big challenge in moving the HRMIS Project forward, the Core Team is leaving no stone unturned in ensuring that the designated Testers thoroughly understand the importance of submitting the right data to be used for the exercise.

From end of March 2016 up to the end of May 2016, the Core Team members have been in constant touch with around 300 Testers through focused working sessions to help them in the preparation of the required data of sampled employees. Thanks to the direct assistance given, it is encouraging to note that all Ministries/Departments have successfully completed the preparatory works. Moreso, participants in the different working sessions demonstrated an appreciable level of understanding, inspite of the complexity of the exercise.

Given that I was responsible for ensuring the preparation of HR data to be used for the UAT, I would like to place on record the positive response and commitment of able participants, who, despite their own hectic work schedules, have proved that they are also ready to face the upcoming challenges.

Steve Jobs has rightly said:
"Technology is nothing, what's important is that you have a faith in people, that they're basically good and smart, and if you give them tools, they'll do wonderful things with them".

Neela Thoondee (Mrs), Human Resource Executive
Ministry of Civil Service & Administrative Reforms (HRMIS Unit)

The success of the User Acceptance Test will highly depend on, not only the commitment of our colleagues, but also on the quality of finance data, so that the Payroll reconciliation exercise which will be undertaken during the UAT produces the desired result. In this regard, we were very much pleased to be part of the Core Team and we were entrusted with the responsibility to ensure that preparatory works are well done, especially as finance data and payroll details, inclusive of HRMIS Payroll elements, are bound to be accurate and correct.

It has been really good to witness that the capacity building process we were engaged in since the different Payroll runs, have contributed massively in raising the level of understanding of the HRMIS requirements on the part of our colleagues.

We earnestly request that this momentum be sustained because we will very soon be experiencing all the pains and gains in the actual running of the payroll in the HRMIS.

"Coming together is a beginning; Keeping together is progress; Working together is success"
Hema C. Luchooa (Mrs), Office Management Assistant   *(Henry Ford)*
Ministry of Finance & Economic Development (HRMIS Finance Unit)

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

2.1.1 DATA CLEANSING EXERCISE

Data Cleansing exercise is a process whereby data is cleansed and validated with a view to eliminate *duplicate*, *incomplete* & *inaccurate data* from existing temporary database and to upload only *correct*, *accurate* and *reliable data* in the HRMIS.

2.1.2 STATUS OF DATA CLEANSING EXERCISE

Overall Status for Data Cleansing Exercise: 80.44 %

Data Cleansing exercise still ongoing at:

- The Judiciary (97.08 %)
- Corporate & Business Registration Department (96.55 %)
- **M/Education & HR, TE & SR**
  - Head Quarters (94.88 %)
  - Zone 3 (52.57 %)
  - Zone 2 (51.93 %)
  - Zone 4 (21.64 %)
  - Zone 1 (19.17 %)
- **M/Health & QL**
  - Flacq Hospital (91.35 %)
  - SSRN Hospital (79.29 %)
  - J. Nehru Hospital (61.58 %)
  - Dr Jeetoo Hospital (57.06 %)
  - Victoria Hospital (53.68 %)

> Data Cleansing Validation Certificates should be submitted to MCSAR soon after completion of the Validation exercise so as to allow timely conduct of Quality Assurance exercise & upcoming related activities.

2.1.3 INDEPENDENT QUALITY ASSURANCE ON DATA CLEANSING

Quality Assurance (QA) exercises are conducted with the view to ascertain that discrepancies identified iro critical data of officers are amended in a timely manner, and that data to be migrated into the HRMIS is updated, complete, correct, accurate and consistent.

55 Quality Assurance exercises have been carried out up to now.

As at date, **28 Ministries/Departments** are in a state of readiness for data migration into the HRMIS since they have already submitted a fresh Data Cleansing Validation Certificate following needful amendments done after the QA exercise.

Data Cleansing Validation Certificates are being awaited from **27 organisations**. These Ministries/Departments are being requested to expedite matters and submit the Certificates the **soonest possible**.

Quality Assurance exercises performed in May 2016:
- M/Arts & Culture
- M/Gender, CD & FW
- M/Business, E & C (Cooperatives Division)
- M/Ocean Economy, MR, F, S & OI
- M/Technology, C & I
- M/Public Infrastructure & LT (Public Infrastructure Division)
- M/Foreign Affairs, RI & IT (Foreign Affairs Division)
- Police Dept
- Mauritius Fire Service

More pictures can be viewed under the MCSAR's website (HRMIS corner)

3. PAYROLL RUN 4 (PR4) - USER ACCEPTANCE TEST

The User Acceptance Test (UAT) is a critical activity which should be undertaken with utmost care as it is performed to test whether the System is *"functionally fit for use"*.

3.1. PREPARATIONS FOR USER ACCEPTANCE TEST @ MCSAR

A series of activities, as summarised below, have been carried out to ensure that officers who would be involved in conducting the UAT, clearly understand its importance and how the testing will be carried out.

28 March to 1 April 2016	Explanatory Sessions with Testers: • sampling process • preparation of HR & Finance data • payroll details for Dec 2015, Jan & Feb 2016.
4 to 6 April 2016	Focus meetings with Testers on: • sampling process • filling-in of HR & Finance Data Templates & compiling payroll details.
19 April to 25 May 2016	Working sessions with HR Coordinators: • updating of HR data as @ 30 November 2015 in UAT instance of DCA.
9 to 17 May 2016	Working sessions with Finance Coordinators & schedule officers for payroll: • finalising Finance Data Template & payroll details.

Snapshots of working sessions on UAT @ MCSAR
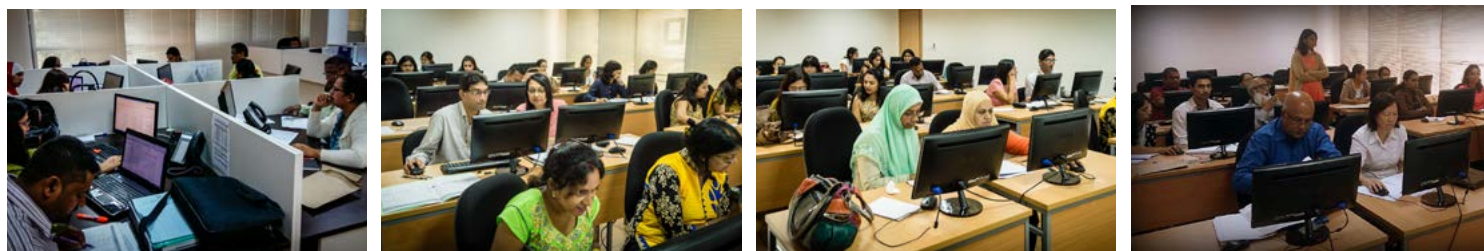
More pictures can be viewed under the MCSAR's website (HRMIS corner)

Further explanatory sessions will be held on **13, 14 & 16 June 2016**, whereby more clarifications would be given to Testers about the UAT process as well as their roles and responsibilities.

3.2. TRAINING OF TRAINERS & TESTERS

The training on Basic Core HR & Payroll modules have been scheduled as follows:
Trainers: 20 June - 1 July 2016
Testers: 18 July up to September 2016

3.3. VENUES FOR CONDUCTING UAT

• CISD Lab
• IT Lab Registrar-General's Department
• MCSAR:
    - IT Lab
    - HRMIS Unit

MCSAR is thankful towards the CISD & the Registrar General's Department for their kind collaboration.

4. UPCOMING MAJOR EVENTS - 2016

June – October

- **Quality Assurance exercise** (ongoing for remaining Ministries/Departments)
- **Completion of preparatory works i.c.w. UAT**
- **Training of Trainers**
  - ✓ Basic Core HR & Payroll modules
  - ✓ Training Skills (Micro Teaching Sessions).
- **Training of Testers on Basic Core HR & Payroll modules i.c.w. UAT**
- **User Acceptance Test.**

October - December

- **Running of Basic Core HR & Payroll modules**
- **Parallel Runs of Payroll**
- **Deployment of Core HR, Self-Service, Learning Management & Performance Management modules.**

HRMIS NEWSLETTER - 1ST ANNIVERSARY

It's already a year since we are publishing the HRMIS monthly Newsletter to inform you about the progress on the HRMIS project as well as the upcoming events.

We would like to express our heartfelt thanks to you all for always being with us along this challenging journey.

Needless to say, ahead lies many more interesting and challenging events and we know that we'll get through with your usual support.

HRMIS Editorial Team
Priya Sauba, Girish Bhoyroo, Kavish Boodhoo, Chris Manancourt

5. STAKEHOLDERS OF THE HRMIS PROJECT

Ministry of Finance and Economic Development, Ministry of Technology, Communications & Innovation, The Treasury, Central Informatics Bureau, Central Information Systems Division, IT Security Unit, Government Online Centre, Data Protection Office, Public & Disciplined Forces Service Commissions, State Informatics Ltd, Oracle Systems Ltd.

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