



# HRMIS *Where are we ???*

**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.**

## Our first experience with the HRMIS Payroll processing

The integrated HRMIS will undoubtedly have a positive impact on our day to day operation. As I am actively participating in the development of the system, I can assure my colleagues of the Financial Operations Cadre that we are on our way towards achieving an unprecedented reform in the Civil Service. The hands-on experience gained during the different Payroll Runs has, indeed, broadened my knowledge of the system. More importantly, a remarkable synergy has been created between the HR and Financial Operations Cadre forming part of the HRMIS Core Team. We are now confidently performing several tasks that were previously being handled by SIL alone. A real transfer of knowledge is taking place and in a very near future we would be in a position to hand-hold colleagues of other Ministries/Departments.

Dear Colleagues, very soon, we would be able to adopt the best practices in the performance of our duty. The unconditional collaboration and commitment of all is therefore of paramount importance to make of the HRMIS a successful project.

**Mr. Aslum Jeewa, Assistant Manager, Financial Operations  
Ministry of Finance and Economic Development**

Joining the HRMIS Unit in August 2014 has been in itself a challenging event for me. The HRMIS Core Team is engaged as a backbone in the designing phase of the HRMIS, with particular focus on the Payroll Module.

The different Payroll Runs have fruitfully tested the efforts and work put in by the Team in providing SIL with finance and Core HR data including business rules and especially specificities pertaining to Ministries and Departments.

During the demo at the payroll run exercise on 3 September 2015 and also at the Steering Committee, running the Quick Pay, which is the payroll process of a single employee, has enormously boosted my self-confidence and brought about a "feel-good factor" in successfully operating the HRMIS application.

As an HRE, running the payroll clearly demonstrated the integrated aspect of the application, whereby, both HR and Finance personnel have to work together towards achieving this major innovation in the public service.

**Mr. Vivekanand Ramchurn, Human Resource Executive  
Ministry of Civil Service and Administrative Reforms**

## 1. OBJECTIVES OF HRMIS



**HRMIS = la transparence, la bonne gouvernance et l'excellence !!!**

## 2. PROJECT STATUS

### 2.1. DATA MIGRATION PHASE

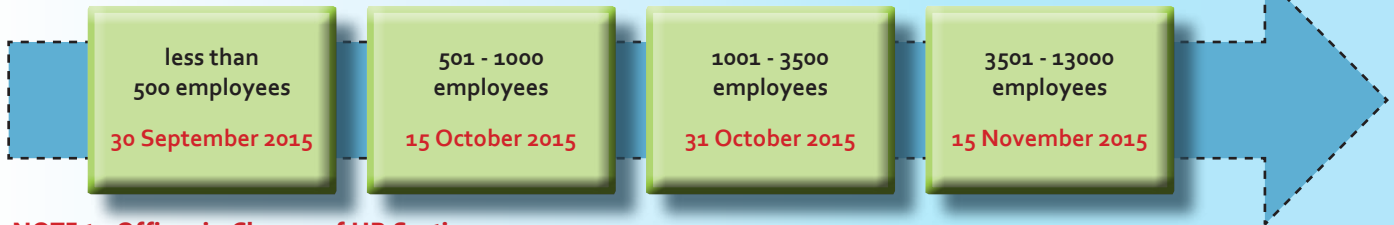


		Overall Status
<b>Data Capture</b>	Personal Files → Data Capture Forms	<b>97%</b>
<b>Data Input</b>	Data Capture Forms → Data Cleansing Application	<b>87%</b>
<b>Data Cleansing (Validation)</b>	Eliminating duplicate, incomplete and inaccurate data from existing temporary database and uploading correct, accurate and reliable data in the HRMIS.	<b>4.40%</b>

### Status of Data Cleansing by Mins/Depts

100%	71% - 99%	51% - 70%	31% - 50%	Below 30%
<b>1 Dept</b>	<b>9 Mins/Depts</b>	<b>1 Div</b>	<b>2 Mins/Depts</b>	<b>Remaining Mins/Depts</b>
<b>National Assembly</b>	M/Environment, SD, D & BM, Office of DPP, Employment Relations Tribunal, Attorney-General's Office, M/Social Integration & EE, M/Tourism & EC, Electoral Commissioners' Office, Business Enterprise Div, Office of the Vice President	International Trade Div	Commerce & CP Div, M/Housing & Lands	

## New Timeline - Data Cleansing (Validation) exercise



### NOTE to Officer in Charge of HR Sections:

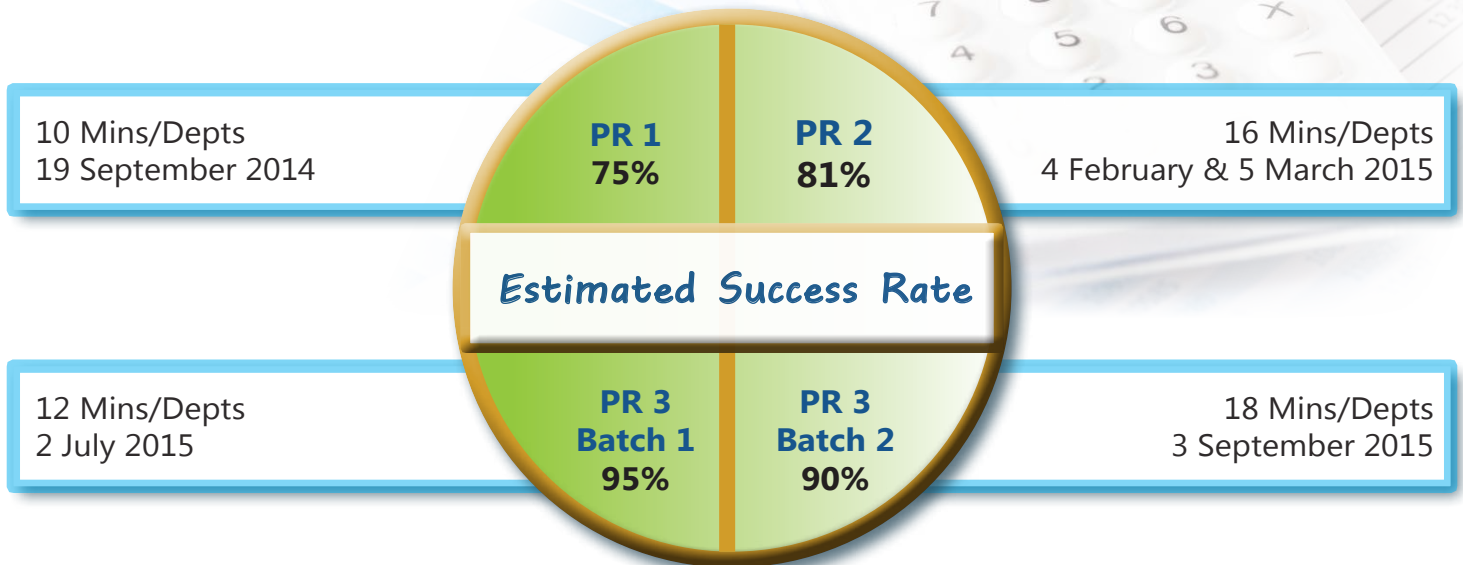
Kindly ensure that the Data Cleansing (Validation) exercise is being carried out meticulously. Let's benchmark ourselves.... no room for errors...as we are dealing with important data of our staff..... The exercise will also be subject to quality checks (Quality Assurance)

## 2.2. PAYROLL

### 2.2.1. Payroll Run (PR)

During the Payroll run exercise, HRMIS & CISD payrolls for sampled employees are reconciled whereby inconsistencies identified are corrected accordingly.

Four successful payroll runs (PR) namely PR1, PR2 and PR3 (Batch 1 & Batch 2), have been carried out up to now. The estimated success rate for each PR is portrayed in the following diagram.



### Snapshots of Payroll Run 3 (Batch 2)

Demo of Payroll Run (Quick Pay) by Mr. Ramchurn, HRE @ MCSAR





## 2.3. IT INFRASTRUCTURE

According to CIB, bandwidth capacity has been increased at the following sites.

### Upgrading bandwidth 2-4 mbps

Dr Jeetoo Hospital

Mauritius Fire Services

The Judiciary

M/Agro Industry & FS  
(Blendax House)

Police Department  
(AMC Bldg)

CIB has also highlighted that sufficient bandwidth capacity, as indicated below, are available at the following sites:

Government Online Centre  
New Government House  
Ken Lee Tower  
LIC Bldg  
Sterling House  
Victoria House  
One Cathedrale Square  
Air Mauritius Building (II)  
Newton Tower  
MITD House  
Renganaden Seeneevassen Bldg  
Emmanuel Anquetil Bldg  
Sicom Bldg II

Sites with bandwidth  
of 40 mbps & above

M/Social Security, NS & RI (Social Security Benefits,  
NPF Bldg, Rose-Hill)  
Civil Aviation Dept (Plaisance)  
Administrative Block (Château Réduit)  
National Transport Authority (MSI Bldg, Cassis)  
Meterological Services (Vacoas)  
National Archives Dept (Coromandel)  
M/Agro Industry & FS (MOA Bldg, Réduit)  
LGSC Head Quarters (Forest Side)  
MPI Technical Div (Phoenix)  
M/Civil Service & AR (Atom House)  
Sicom Bldg (Ebène)  
Supreme Court & Commercial Div, Supreme Court  
Police Dept (AMC Bldg)  
CSK Bldg  
PSC Head Quarters (Forest Side)  
Max City Building (Port Louis)  
Moorgate House (Port Louis)  
Belmont House, Line Barracks  
New Court House  
Government Fire Services  
Office of the DPP (Garden Tower)

Sites with bandwidth of  
4 mbps & above

National Environmental Laboratory  
Bacha Bldg  
PMO (Treasury Bldg)  
Anglo Mauritius  
M/Arts & Culture (Baden Powell)  
Police Training  
Police Dept & National Coast Guard (Les Salines)  
Water Resources Unit (Rose-Hill)  
SMF Head Quarters (Vacoas)  
New Maritime Centre (Pointe aux Sables)  
M/Agro Industry & FS (Engineering Div, Richelieu)  
Capitainerie Bldg  
M/Fisheries (Fisheries Research Centre, Albion)  
Consumer Protection Unit (Newton Tower)  
Government Fire Services (Head Office)  
Government Printing Dept  
Baroda Bldg  
Energy Services Div (Curepipe)  
M/Agro Industry & FS (Forestry Dept)  
M/Finance & ED (C & R Court, Labourdonnais St)  
Legal Metrology Div  
MPI (Plaine Lauzun)

Sites with bandwidth  
of 1 mbps & above

### Requests for upgrading bandwidth sent to Mauritius Telecom:

- 4 mbps @ Blendax House
- 2 mbps @ National Environmental Laboratory

### 3. MAIN CHALLENGES BEING ENCOUNTERED

#### CHALLENGES

#### REMEDIAL ACTION

Despite coaching and configuration of PCs, some Mins/Depts have not yet started with the Data Cleansing (validation) exercise.

Close follow-up being carried out by HRMIS Unit

Requests for coaching additional users on Data Cleansing Application (DCA) and validation application.

Training sessions carried out twice weekly by officers of the HRMIS UNIT.

Data input almost stagnant in some large Mins/Depts

HR Sections urged to take corrective measures

- CIB has confirmed that all connectivity issues have been resolved.
- A Project Manager from CIB has been posted to MCSAR 3 days per week to look into technical issues.
- National Assembly has successfully completed the Data Cleansing exercise prior to deadline set.



### 4. HRMIS COACHING SESSIONS

During the coaching sessions, officers of the HRMIS Core Team get the opportunity to familiarise themselves with the system functionalities and technical aspects of the HRMIS.

HRMIS Core Team have been coached on how to input data from the HR, Finance and Employee Payroll Details Templates into the HRMIS for payroll purposes and for performing Quick Pay Runs, carrying out reconciliation of payrolls, identifying inconsistencies and learning how to take corrective actions.

### 5. UPCOMING MAJOR EVENTS

2015

- [1] 6 October:** Payroll Run 3 (Batch 3: M/Education and HR, TE & SR & Police Dept)
- [2] 19 October:** Payroll Run 3 (Batch 4: remaining 21 Mins/Depts)
- [3] October/November:** Quality Assurance to be carried out upon receipt of Validation Certificates duly signed by Supervising Officers & Officers in Charge of HR Sections
- [4] October/November:** Payroll Run 4 (21 pioneer Mins/Depts)  
The pioneer Mins/Depts will be trained to access and use the HRMIS Core HR & Payroll Modules in a test environment from their respective workplace.

### 6. 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.

### CONTACT US

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