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.

As stated in Government Programme 2015-2019, optimization of ICT will be one of the areas of focus to bring about a transformational change in the Civil Service. The HRMIS project thus fits perfectly with the reform agenda of Government.

I would therefore like to congratulate all public officers who are sparing no effort to ensure a smooth development of the HRMIS. The system will indeed bring a revolution in human resource management and related financial operations. This will ultimately lead our Civil Service to new heights within a continual innovation and transformation process.

I am confident that you all welcome the change wholeheartedly and with great enthusiasm.

Message of The Hon Marie Roland Alain WONG YEN CHEONG, MSK
Minister of Civil Service and Administrative Reforms

The HRMIS is one of the most important administrative reforms being undertaken to modernise the Civil Service.

With its comprehensive array of features, the HRMIS will positively impact on human resource management and greatly contribute in achieving overall improved efficiency and effectiveness in the public service. We are thus well set to steadily move on the path of excellence.

The success of this initiative, however, requires top management support and the full commitment of all officers of the HR and Finance Cadres.

We therefore look forward to your active participation in this major reform process.

Message of P. Jhugroo, Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

1. OBJECTIVES OF HRMIS

- Establishment of a central online human resource database for the Civil Service
- Render human resource management simple and easy
- Relieve senior officials from routine work in favour of strategic ones
- Improve the line of communication/interaction mainly between the HR and Finance Divisions
- Enable fast processing of HR and financial transactions (e.g. salaries, allowances & benefits)
- Empower employees to access their personal details and facilitate their interactions with HR Section

2. PROJECT TIMELINE: 2013-2016

- Readiness of payroll module for implementation in all Ministries/Departments by October 2015
- Core HR module piloted in 10 Ministries/Departments by December 2015
- Self Service, Learning Management and PMS modules implemented in all Ministries/Departments by December 2016

3. PROJECT STATUS

3.1. DATA MIGRATION PHASE

DATA CAPTURE

Extraction of data from personal files of about 55,000 public officers and recorded in Data Capture Forms *(last update)*
- Data Capture completed: 97%
- Data Capture still ongoing: Police Dept (93%), M/HQL (95%)

DATA INPUT

Data entry into HRMIS Data Cleansing Application *(last update)*
- Data Input completed: 64% (around 35,000 public officers)
- Ministries/Departments behind schedule: Police Dept (27%), M/Education, HR, TE & SR - Zone 2 (40%), M/HQL: J. Nehru Hospital (41.5%), Dr. Jeetoo Hospital (47%)
- Remote data input being carried out at MCSAR for organisations having large amount of data [e.g. M/Education, HR, TE & SR (Zone 4)]

Data Cleansing

Process of amending or removing incomplete, inaccurate or duplicated data from a database

Purpose: To ensure availability of correct, acurate and reliable data in the system

Data Cleansing Exercise Starting June 2015

Maintenance of Cleansed Data

The records of officers should be simultaneously updated so as to upload correct, accurate and reliable data in the HRMIS.

3.2. Payroll

Payroll Run (PR)

- Development of the HRMIS Payroll Module involves reconciliation of payroll processed by HRMIS in respect of sampled employees with that processed by CISD, to identify discrepancies for corrective measures.
- Two Payroll Runs (PR1 & PR2) have already been carried out. PR3 is planned for mid-June & August 2015.
- PR1 addressed common requirements applicable to all Ministries/Departments (e.g. Salary, Travelling, FPS)
- PR2 and forthcoming PR3 addressed/will address specific requirements in addition to common ones (e.g. In-attendance allowance applicable to M/HQL).

Activities involved in Payroll Run

- Streamlining and standardising payroll elements (allowances & deductions) - use of naming convention & one way of doing things.
- Working sessions with HR & Finance Coordinators to explain how the Payroll Run exercise will be carried out and what information will be required.
- Providing templates requesting HR, Finance and Payroll data for sampled employees. Guidelines issued to facilitate filling-in of the templates.
- Analysing the outcomes of HRMIS Payroll Runs and carrying out explanatory sessions on discrepancies, if any.

Participating Organisations in Payroll Runs

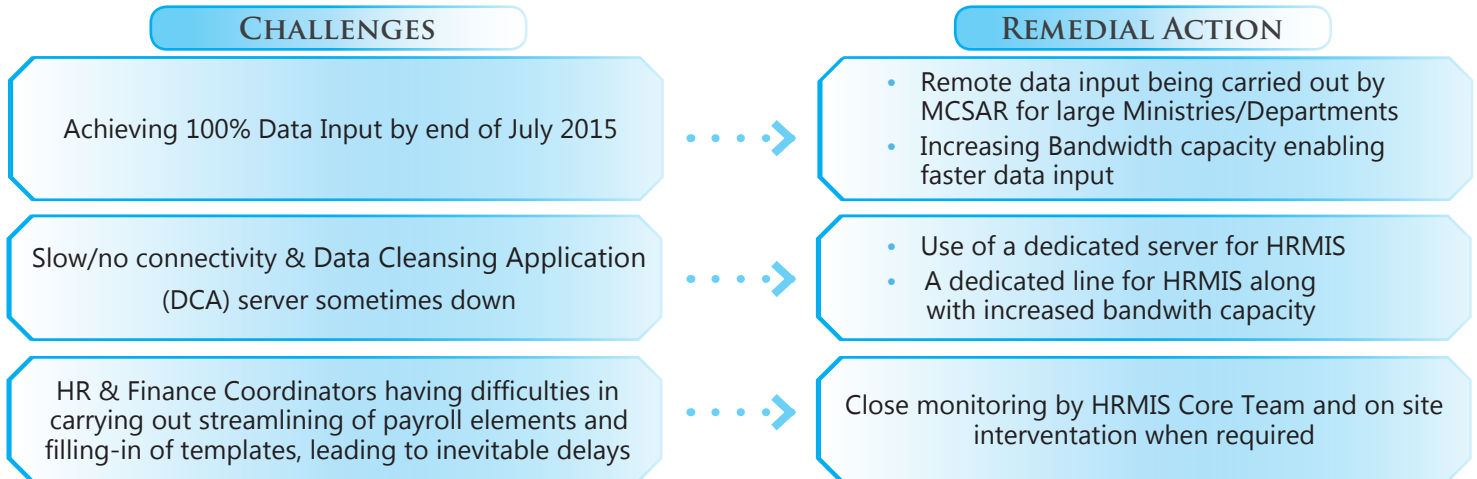| Payroll Run 1 (PR1)	Payroll Run 2 (PR2)	Payroll Run 3 (PR3)
Held on 19 September 2014 **10 Organisations**	*Held on 4 February & 5 March 2015* **16 Organisations**	*To be held: mid-June & August 2015* **Remaining 52 Organisations to be carried out in 2 batches**
1. Attorney General's Office 2. Office of the DPP 3. Public Bodies Appeal Tribunal 4. Energy Services Division 5. Employment Division 6. M/Civil Service & AR 7. M/Environment, SD, D & BM 8. M/Housing & Lands 9. M/Labour, IR, E & T 10. M/Social Integration & EE	1. Attorney-General's Office 2. Office of the DPP 3. Office of the President 4. Local Government Service Commission 5. Meteorological Services 6. Electoral Commissioner's Office 7. Employment Relations Tribunal 8. National Audit Office 9. Ombudsman's Office 10. M/Energy & PU 11. M/Technology, C & I 12. M/Arts & Culture 13. M/Youth & Sports 14. M/Gender Equality, CD & FW 15. M/Agro Industry & FS 16. M/Health & QL	**Note:** - Preparatory works already started - Explanatory sessions held at the Treasury with HR & Finance Representatives/Coordinators as from April 2015 - Relevant information being gathered by participating organisations
Success Rate = 75 %	**Success Rate = 81 %**	

3.3. IT Infrastructure

Issues being addressed to ensure Fast access to the System

- Connectivity with GINS
- Upgrading of bandwidth capacity
- Dedicated line for HRMIS (Infrastructure Working Group)

Action being taken by M/Technology, C & I

3.4. Main Challenges Being Encountered

Challenges		Remedial Action
Achieving 100% Data Input by end of July 2015	⋯⋯>	• Remote data input being carried out by MCSAR for large Ministries/Departments • Increasing Bandwidth capacity enabling faster data input
Slow/no connectivity & Data Cleansing Application (DCA) server sometimes down	⋯⋯>	• Use of a dedicated server for HRMIS • A dedicated line for HRMIS along with increased bandwith capacity
HR & Finance Coordinators having difficulties in carrying out streamlining of payroll elements and filling-in of templates, leading to inevitable delays	⋯⋯>	Close monitoring by HRMIS Core Team and on site intervertation when required

3.5. Data Governance Framework

Data Governance is a system of decision rights and accountabilities for information-related processes, executed according to agreed-upon models which describe who can take what action, with what information, when, under which circumstances and using what methods.

The HRMIS project involves the manipulation and management of sensitive personal data of nearly 55,000 public officers, calling for the need of a Data Governance Framework.

Consultations are being held with stakeholders on a draft document already prepared by MCSAR.

3.6. Upcoming Major Events

i.   **June 2015** - Start of Data Cleansing exercise

ii. **July 2015** - Workshop with HR & Finance Coordinators
     Proposed theme: **"Readiness for a modern HRM"**

iii. **June & August 2015** - Payroll Run 3

iv. **August & September 2015** - Data Migration from the Data Cleansing Application (DCA) to the HRMIS.

3.7. 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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