



Republic of Mauritius

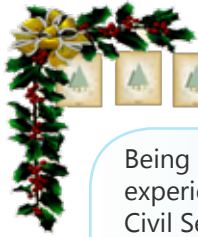
MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)

Newsletter Issue No. 8 - December 2015

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.



Being part of the team assisting SIL in the development of the HRMIS Payroll Module is a very enriching experience. My knowledge regarding rules and regulations governing payment of different allowances in the Civil Service and the intricacies of the payroll system has undoubtedly broadened. It is indeed a big challenge for all complexities of the civil service to be effectively addressed.

During the different HRMIS Payroll Runs (PRs), exercises we have uncovered and addressed a number of discrepancies in the application of rules and regulations relating to payments of allowances. HRMIS will certainly bring along standardisation and consistency in the application of rules and regulations across the Civil Service.

I sincerely believe that the HRMIS will ensure accurate and prompt payments to employees; *quality, complete and accurate information* to all stakeholders; and optimum utilisation of limited resources.

A humble appeal to all colleagues of the Financial Operations Cadre:- "Please give your full support and collaboration to the project and devote adequate time to the forthcoming User Acceptance Test and Parallel Run exercises so that a strong and reliable HRMIS system is available to us".

Merry X-Mas and a Happy New Year 2016 to you all.

Mrs. F. Mungroo, Finance Officer/Senior Finance Officer
Ministry of Finance and Economic Development

Implementation of the HRMIS is one of the major reform initiatives being spearheaded by MCSAR. For sure, this will transform the way HR is being managed in the public service.

Up to now, we have all been working hard to build a strong foundation on which the HRMIS will rest unwaveringly. In this endeavour, we are stressing on the quality of data, which is the lifeblood of the HRMIS. Streamlining and standardising of payroll elements and job codes have also been carried out side by side.

In 2016, we will be setting sail for even more challenging tasks – getting ready and performing User Acceptance Tests, processing payroll in the HRMIS, carrying out payroll reconciliation exercises, working on HR modules, ...

The seas will undoubtedly be rough. But having on board a resolute Captain (MCSAR Management), a crew of dedicated & committed people (HRMIS Core Team) and very positive and encouraging passengers (Officers of HR & Finance Divisions and supporting staff across the civil service), who believe that a journey to a thousand miles begins with a single step – the step of belief and faith, who believe in action more than on words and want to be the change they want to see, we will surely reach the shore with precious gems.

With the unflinching support of all stakeholders, there cannot be any other outcome than the successful implementation of the HRMIS in the near future...

Let's welcome 2016 with great enthusiasm.

Miss S. K. Panchoo, Assistant Manager, Human Resources
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



| Activity | Process | Overall Status | No. of Officers |
|------------------------------------|--|----------------|-----------------|
| Data Capture | Personal Files → Data Capture Forms | 97% | 52 391 |
| Data Input | Data Capture Forms → Data Cleansing Application | 94.1% | 50 857 |
| Data Cleansing (Validation) | Eliminating duplicate, incomplete and inaccurate data from existing temporary database and uploading correct, accurate and reliable data in the HRMIS. | 27.6% | 14 924 |

Status of Data Cleansing by Mins/Depts (as at 17 December 2015)

| 100% 12 Depts | 99% - 71% 22 Mins/Depts | 70% - 51% 5 Mins/Depts | 50% - 31% 11 Mins/Depts | Mins/Depts Below 30% |
|---|--|--|--|------------------------------------|
| <ol style="list-style-type: none"> 1. National Assembly 2. Statistics Mauritius 3. Energy Services Div 4. International Trade Div 5. Attorney-General's Office 6. Employment Relations Tribunal 7. Government Information Services 8. Civil Status Div 9. Tourism & EC 10. Business Enterprise Div 11. Finance & ED 12. Registrar- General 13. Social Integration & EE 14. Environment, NEC & BA 15. Office of DPP | <ol style="list-style-type: none"> 1. National Transport Authority 2. Civil Service & AR 3. Electoral Commissioner's Office 4. Office of the Vice President 5. Public Bodies Appeal Tribunal 6. External Communication Div 7. The Treasury 8. Local Government 9. Prime Minister's Office 10. Civil Aviation 11. Pay Research Bureau 12. Water Resources Unit 13. Valuation & Real Estate Consultancy Services 14. Land Transport Div 15. National Archives 16. Industry Div 17. Commerce & CP Div 18. Gender Equality, FW & CD 19. Financial Services, GG & IR 20. Employment Div 21. Public Service Commission 22. Local Government Service Commission 23. Ombudman's Office 24. Ombudsman for Children's Office 25. National Audit Office 26. Office of the President | <ol style="list-style-type: none"> 1. Energy & PU 2. Corporate & Business Registration Dept 3. Foreign Affairs Div 4. Agro-Industry & FS | <ol style="list-style-type: none"> 1. Government Printing 2. Technology, C & I 3. CISD 4. Cooperatives Div 5. The Judiciary 6. Mauritius Prisons Services 7. Police Dept 8. Youth & Sports 9. Mauritius Fire & Rescue Service 10. Arts & Culture 11. Social Security, NS & RI 12. Ocean Economy, MR, F, S & OI | <p>23 Mins & Depts</p> |

2.2. INDEPENDENT QUALITY ASSURANCE ON DATA CLEANSING

2.2.1. QUALITY ASSURANCE EXERCISE

| Organisations | Date | General observations made during Quality Assurance exercises |
|---------------------------------|-------|---|
| International Trade Division | 3 Dec | Some discrepancies were noted icw past data which were incomplete. Corrective measures have been taken. |
| M/Environment, NEC & BA | 8 Dec | |
| Government Information Services | 9 Dec | |



Data Maintenance should be carried out @ **all times**, even after the QA exercises have been carried out

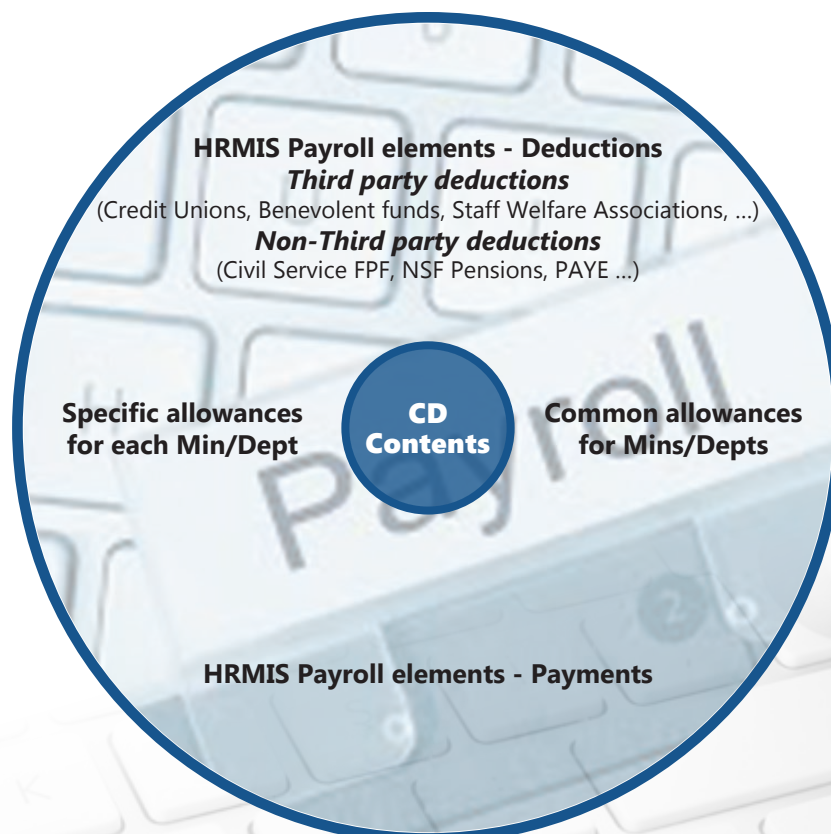
2.3. PAYROLL

2.3.1. MAPPING OF CISD PAYROLL ELEMENT

Prior to loading payroll data in the HRMIS, there is need to carry out a mapping of all CISD payroll elements appearing on the payslip of each employee with the appropriate HRMIS payroll elements.

The mapping exercise will be carried out for each employee on the Payroll of Mins/Depts for the months of **December 2015, January 2016** and **February 2016**, in the first instance, as the User Acceptance Test will cover the payroll details for these 3 months.

A CD containing the following **Reference Documents** has been submitted to Supervising Officers of Ministries/Departments on 30 November 2015.



Explanatory Sessions on Mapping exercise

| | |
|-----------------|--|
| Sessions | 2nd, 3rd, 4th, 21st December 2015 (6 batches). |
| Purpose | To correctly perform mapping exercise. CISD Payroll elements vs streamlined HRMIS elements. |
| Invitees | <ul style="list-style-type: none">• HR Coordinators• Finance Coordinators• Schedule Payroll Officer. |
| Demo | Mapping of CISD elements in an easy & systematic manner by the officers of the HRMIS Core Team. |



HRMIS Core Team will also hold working sessions with HR Coordinators, Finance Coordinators and supporting staff to:

- clear unsolved issues: and
- finalise and complete the mapping exercise.

The streamlined payroll elements (payments & deductions) will be used in the HRMIS. All payroll transactions will be carried out on the basis of **appellations** instead of **codes**.

3. UPCOMING MAJOR EVENTS

2016

January

- Quality Assurance exercise in Ministries/Departments (*ongoing*)
- Explanatory Sessions on mapping of CISD & HRMIS payroll elements
- Data Migration
- Mapping of CISD & HRMIS streamlined payroll elements
- Training of **Trainers** on Basic Core HR and Payroll modules
- Training of **HR Coordinators, Finance Coordinators & Supporting staff**, who will be called upon to perform the User Acceptance Test.

4. 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.

HRMIS Newsletter Editorial Team

Being actively involved in editing the HRMIS Newsletter is a great feeling of "appartenance" to the HRMIS Project.

May 2015 was the auspicious month when our first HRMIS Newsletter was issued. We have been able to present to you eight issues of our Newsletters, thanks to the unflinching support of our partners. Besides communicating the undertakings and forthcoming events of the HRMIS Project, we also wanted to get all of you onboard in our challenging journey whereby your full support and enthusiasm is much needed and desired for the success of the so much awaited HRMIS Project.

We hope that we have been successful in our attempt to keep you informed of progress being achieved. 2016 is awaiting us with many more challenges and we shall make it a point to keep you informed of future developments.

We wish that you will continue to be with us...

*Wish you bundles of joy with the glitter of Xmas and
may you be gifted with a happy and fruitful year 2016*

Priya Sauba, Girish Bhojroo & Chris Manancourt



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