



Republic of Mauritius

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)

Newsletter Issue No. 14 - June 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 TESTERS FOR THE USER ACCEPTANCE TEST

I have been involved in the implementation of the HRMIS since 2014 as future User of the system. As such, I have attended various working sessions, the last being the one held on Thursday 16 June 2016 at the Municipality of Port Louis where we were apprised of the criticality of the User Acceptance Test and our roles and responsibilities. Thus we have to ensure readiness of data and secondly our own preparedness to conduct the User Acceptance Test.

In our preparation as Testers, I was pleasantly surprised with the training materials provided to us in a CD. It consisted of a Quick Guide showing snapshots of screens to be used for the UAT along with relevant explanations thereon, duly backed by 4 videos to demonstrate the steps to be followed on the different screens of the system. The training materials given to all Testers are simple, to the point, well-structured and facilitate familiarisation with the system through self-learning. I sincerely believe that this practical measure will be very helpful in preparing us to follow forthcoming practical training. We, therefore, need to commend this innovative self-learning approach on the part of the HRMIS Core Team who are regularly keeping us informed of developments on the project.

No road exists in the world where there is no risks of accident. However, if such risks are assessed and necessary preventive measures taken, reaching the destination becomes safe and timely. A little more effort on our side (Testers) is therefore required to face upcoming challenges if we want a paradigm shift through the HRMIS.

Mr. P. Dookhee, Human Resource Executive
Prime Minister's Office (National Development Unit)

I believe that the HRMIS is an innovative tool which will for sure bring about more synergy between the HR and Finance Divisions. Its impact on our works will no doubt be highly positive.

After attending various theoretical and practical sessions conducted by the HRMIS Core Team, I firmly believe that this new and modern tool will also enhance our way of doing business. Being in the Finance Section for about 3 years now, I am confident that the system will help me to become more efficient and effective.

The Quick Guide and the video demonstrations contained in the CD given to Testers during the recent working sessions held at the Municipality of Port-Louis are indeed innovative and effective means for promoting self-learning. There is no doubt that these training materials are appropriate for Testers to have a prior visualized knowledge of what the system is all about.

All in all, I have the conviction that with the advent of HRMIS, we will develop new set of competencies, which will equally help to boost our personal growth and create an environment in which we, irrespective of the departments we belong to, can realise our full potential and effectively contribute towards the modernisation of the civil service.

I would therefore make an earnest request to all colleagues of the Finance Sections to actively participate in the successful completion of the forthcoming UAT exercise.

Meenakshi Emrith (Miss), Management Support Officer
Ministry of Civil Service & Administrative Reforms (Finance Section)

1. OBJECTIVES OF HRMIS



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

2. PROJECT STATUS

2.1. DATA MIGRATION PHASE



The Data Migration phase comprises a series of activities such as Data Capture, Data Input & Data Cleansing.

AIM To migrate *updated, accurate and complete data* into the HRMIS.

2.1.1 DATA CLEANSING EXERCISE

Data Cleansing is a very essential exercise to track down incorrect data which have been input into the Data Cleansing Application.

Status of Data Cleansing Exercise			
Completed by 63 Ministries/Departments			
ongoing @			
M/Health & QL		M/Education& HR, TE & SR	
J. Nehru Hospital	99.35 %	Head Quarters	94.88 %
SSRN Hospital	99.06 %	Zone 2	66.33 %
Flacq Hospital	97.07 %	Zone 3	62.91 %
Dr. Jeetoo Hospital	93.01 %	Zone 4	37.61 %
Victoria Hospital	86.13 %	Zone 1	33.63 %

2.1.2 INDEPENDENT QUALITY ASSURANCE ON CLEANSSED DATA

Quality Assurance (QA) exercises are conducted by the HRMIS Quality Assurance Teams @ Ministries/Departments following completion of the Data Cleansing exercise and submission of the Data Cleansing Validation Certificate to MCSAR.

AIM To ensure availability of correct data in the Data Cleansing Application for migration into the HRMIS.

During QA exercise Tasks undertaken by HRMIS QA Teams

- scrutiny of critical data iro sampled employees
- reporting of discrepancies.



Following QA exercise Tasks undertaken by Ministries/Departments

- amend discrepancies highlighted by HRMIS QA Teams for all employees concerned
- submit fresh Data Cleansing Validation Certificate to MCSAR within 2 weeks.

Status /Activity	No. of organisations
Completion of Quality Assurance exercise	59
Readiness for Data Migration (data to be migrated into the HRMIS for Ministries/Departments which have already submitted a fresh Data Cleansing Validation Certificate following QA exercise)	30



Maintenance of Cleansed Data

Data is the lifeblood of the system and needs to be constantly updated.

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

The User Acceptance Test (UAT) is a critical activity which will demand the availability, effort and commitment of all stakeholders (Testers, Officers in Charge of HR & Finance Sections, HRMIS Core Team, CISD, CIB, GOC and SIL).

AIM UAT is performed to test whether the System responds to the User Requirements.

3.1. PREPARATIONS FOR UAT

Correctness of HR Data, Finance Data and Payroll Details to be used for Training & UAT is critical.

PREPAREDNESS OF DATA

Assistance to officers of Mins/Depts by HRMIS Core Team *(March - mid July 2016)*

PREPAREDNESS OF TESTERS

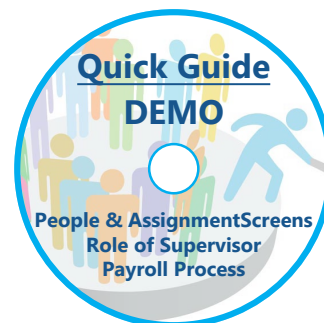
- Explanatory Sessions *(13, 14 & 16 June 2016)*
- Induction & Training of Testers *(July 2016)*

Self-Learning Training Materials:

CDs contents: Quick Guide & Video clips (Demo by HRMIS Core Team)

Important Note:

Testers should regularly go through the CD to be better prepared for the forthcoming practical training.



Snapshots of Explanatory Sessions



PREPARING TESTERS FOR THE UAT

It is an undeniable fact that one of the greatest challenges to ensure a successful User Acceptance Test (UAT) depends on how well Testers are prepared, within a limited time frame. We were accordingly called upon to explore ways and means and to come up with a training approach that could best suit learners with different learning abilities.



Handing over of CD to Mr. P. Jhugroo, SCE, MCSAR

Our proposal for the preparation of a “Quick Guide” with snapshots of the different screens with related explanations was well received, but not deemed adequate to encourage Self-Learning on the part of Testers. We subsequently prepared an interactive “Demo” on a CD to complement the Quick Guide to achieve the target set. Although none of us are experts in IT, we yet managed to come up with an innovative end-product with the limited resources at our resources. After obtaining the green light from MCSAR’s management, we decided to produce four videos demonstrating the “People Screen; Assignment Screen, Role of the Supervisor and the Payroll Run process”. First and foremost, we wanted to put our customers (Testers) at the forefront and our guiding principles were team spirit, hard work and perseverance.

Our main objective was to make Testers understand, at their own time, pace and convenience, the basic process involved in the UAT through Self-Learning, so that they can acquire sufficient knowledge and be more comfortable prior to the practical training. Feedbacks from Testers following the presentation of the Quick Guide and the recent explanatory sessions were very encouraging for us and our colleagues supporting us. We seize this opportunity to make an appeal to all Testers to regularly go through the CD and contact the HRMIS Unit for any clarification or guidance required thereon.

As a closing note, we would like to make this statement:

“HRMIS is a revolutionary system which has been adopted in several State-owned enterprises as well as private sector organisations. The Civil Service being the single largest employer in Mauritius, with around 55,000 employees, is thus having a golden opportunity to modernise and transform its Human Resource Management functions. We are sure and certain that with the motivation, commitment and will power of one and all, we will team up to make the HRMIS a reality very soon”.

Mrs. S. Paupiah, HRE - V. Ramchurn, HRE - A. Ramoah, OMA - Z. Mownah, OMA
Ministry of Civil Service & Administrative Reforms

PREPAREDNESS OF HRMIS CORE TEAM (February - July 2016)

- Training skills for Trainers by the Civil Service College Mauritius
- Training on Basic Core HR & Payroll Modules by SIL
- Self-Learning - knowledge of Business rules for all Ministries/Departments
- Definition of Roles and Responsibilities of Team members.

Snapshots of Training on Basic Core HR & Payroll Modules by SIL



3.2. VENUES FOR TRAINING & UAT

- CISD – IT Lab
- Registrar-General's Dept - IT Lab
- MCSAR - IT Lab
- MCSAR - HRMIS Unit

4. UPCOMING MAJOR EVENTS - 2016

July - October

- Induction Programme for Testers
- Training of Testers - Basic Core HR & Payroll modules in UAT environment
- User Acceptance Test

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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