

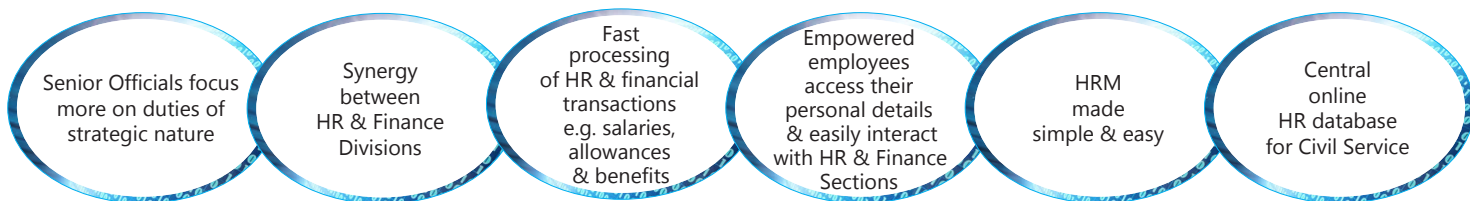


# HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS) Newsletter Issue No. 19 - November 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.

## 1. OBJECTIVES OF HRMIS



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

## 2. LIVE DATA MIGRATION

### 2.1. ELIGIBILITY CRITERIA FOR DATA MIGRATION

Officers' data are ready to be migrated into the HRMIS following:

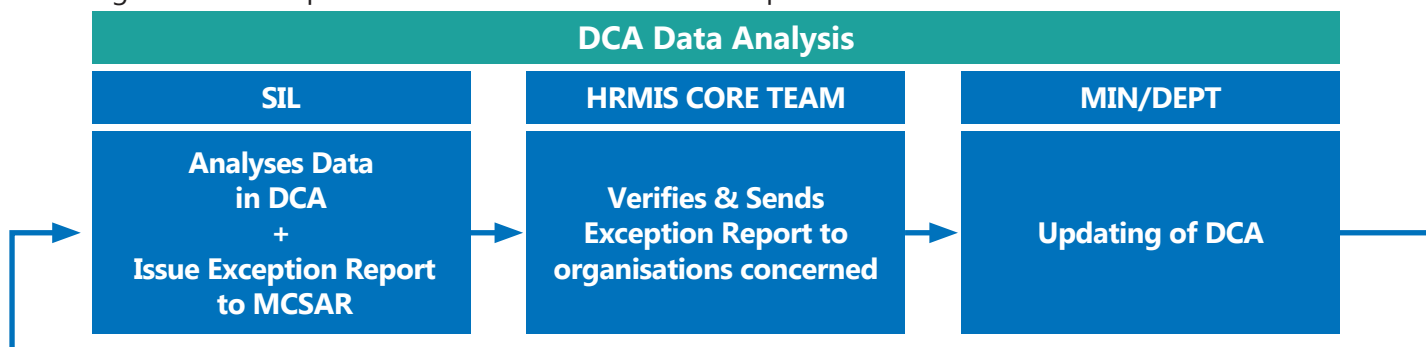
- (i) conduct of Quality Assurance exercise;
- (ii) necessary amendments made to data in Data Cleansing Application (DCA); and
- (iii) submission of 2nd Data Cleansing Validation Certificate to MCSAR.

### 2.2. EMBARKING ON DATA MIGRATION

#### ▪ 38 Ministries/Departments (Batch 1)

As @ now, 38 Ministries/Departments have successfully gone through the Live Data Migration exercise which involved several levels of verification and validation to ascertain that data available in DCA is complete and correct prior to migration.

The diagram below depicts the verification and validation process.



#### ▪ 12 Ministries/Departments (Batch 2)

The Live Data Migration process is ongoing for 12 other organisations, which are fully engaged in the verification and validation of their respective HR data.

#### ▪ 9 Ministries/Departments (Potential Batch 3)

On the basis of progress achieved, the following 9 additional Ministries/Departments have been identified for the live Data Migration exercise:

- M/Energy & PU
- M/Arts & Culture
- Central Procurement Board
- Forensic Science Laboratory
- Foreign Affairs Division
- Water Resources Unit
- Ombudsman's Office
- Ombudsperson for Children's Office
- Office of the Vice President

A preliminary working session was held with Officers in Charge of HR & Finance Sections of these organisations on 10 November 2016 @ MCSAR to gauge their state of readiness for live data migration. Pending a full explanatory session on the activities related to Live Data Migration, as was the case with the first two batches, officers of Batch 3 organisations have been requested to ascertain that relevant fields in the DCA are properly filled in with correct data.

## 2.3. DATA CLEANSING/QUALITY ASSURANCE

### 2.3.1 QUALITY ASSURANCE

Quality Assurance exercises are planned to be carried out in the following 5 Ministries/Departments from 14 to 21 December 2016.

- M/Social Security, NS & RI
- Central Information System Division
- National Development Unit
- The Judiciary
- Corporate & Business Registration Department.

After necessary “*post-Quality Assurance*” remedial action, if any, these organisations would become the fourth batch to join the Live Data Migration exercise.

### 2.3.2 QUALITY ASSURANCE EXERCISES FOR THE REMAINING (BATCH 5) ORGANISATIONS

QA exercises will be carried out at the M/Education and HR, TE & SR (Head Quarters & Zones) and M/Health & QL (Head Quarters & Regions) early January 2017. These organisations will eventually become the fifth and last batch for the Live Data Migration exercise.

## 3. TRAINING ON HRMIS

Training of Users (officers of HR & Finance Divisions) has started since 24 November 2016. The training is being conducted by qualified Trainers from the HRMIS Core Team. About 200 officers of different levels will be trained by 13 December 2016, after which access to the live instance of the HRMIS will be opened to enable them to maintain data directly in the system. Moreover, employees will be able to view their data through the Self-Service Application which will be also available online.

<b>Scope of Training</b>	<b>Basic Core HR module:</b> - People - Assignment	<b>Self Service Module</b> (Read-only)
<b>Training Venues</b>	IT Labs @ MCSAR, Registrar-General’s Office & CISD	
<b>Trainers</b>	Officers of the HRMIS Core Team	
<b>Trainees</b> (a maximum of 7 participants per Min/Dept)	<b>Batch 1: 38 Mins/Depts</b> - Officers in Charge of HR & Finance Sections Assignment - Officers of the HR & Finance Cadres - Officers working in the HR & Finance Sections	
<b>Duration of Training</b>	7 half-days	

#### Training Slots:

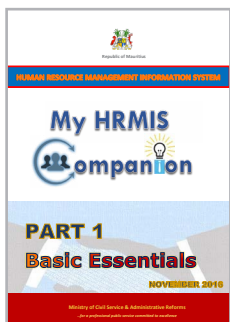
**Slot 1:** 24 November to 2 December 2016

**Slot 2:** 5 to 13 December 2016

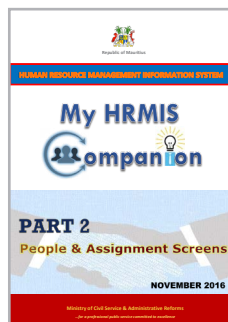
## Training Materials distributed



- covers security aspects of data & importance of quality data
- roles & responsibilities of stakeholders concerned
- process put in place to amend data



- covers aims, objectives & benefits of HRMIS
- basic info on IT components



Step-by-step instructions to Users on how to operate the HRMIS

A training instance of the HRMIS has been deployed in the 38 organisations to enable the Trainees who followed the 7 half-days' training to have hands-on practice before using the LIVE instance of HRMIS. The Core Team will provide technical assistance to these users.

## Snapshots of Training Session @ MCSAR



A holistic training approach has been adopted to ensure that participants fully understand not only the functional aspects of the HRMIS but also several related matters deemed crucial for the correct use of the system e.g. Hardware, software, security, password management, data governance issues and their roles and responsibilities in a modern environment.

## 4. UPCOMING ACTIVITIES - DECEMBER 2016

- Quality Assurance exercise @ 5 Ministries/Departments
- Data Migration for 59 Ministries/Departments
- Development of Leave Management and Core HR
- Planning of Performance Management and Learning Management.

## 5. STAKEHOLDERS OF THE HRMIS PROJECT

Ministry of Finance & 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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