



HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)

Newsletter Issue No. 2 - June 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.

HRMIS is a valuable tool that will facilitate the performance of Human Resource functions. All officers of the HR Cadre, irrespective of grade, have to be fully involved in the implementation of the project.

The success of the project will be the success of the whole HR Cadre. Officers will indeed perform in a smarter way.

I rely on the usual support and collaboration of all the officers of the HR Cadre for the success of our HRMIS Project.

United, we will succeed !!!

Message of S. Luchoomun
Director, Human Resource Management

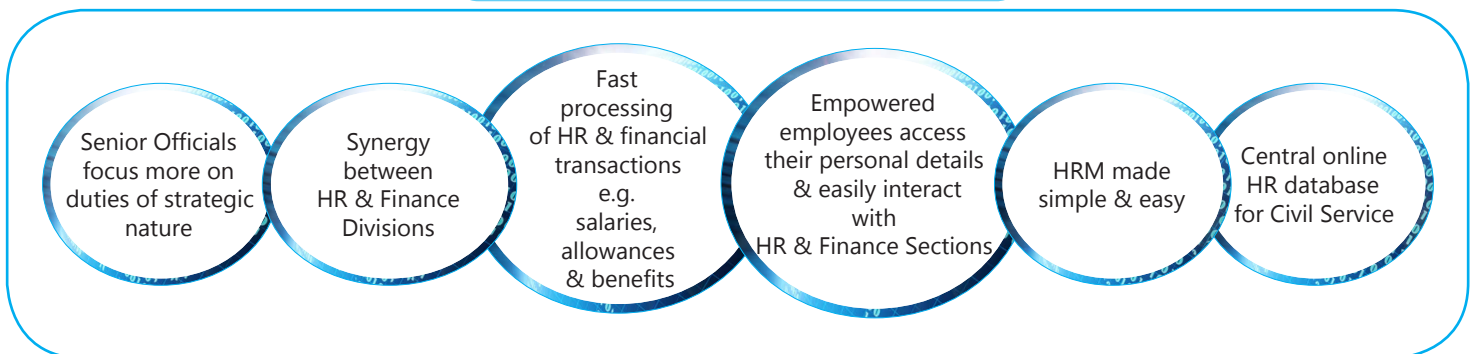
The HRMIS Project is stepping into a very crucial phase of its development. Your unflinching support is vital for its success. I have no doubt that you will all make things happen despite various constraints.

I really appreciate the good team spirit that prevails. We have no choice but to stay united in this journey towards excellence. Together we will be able to achieve our targets safely and surely, with ultimately a better Civil Service.

So, all the Best !!!

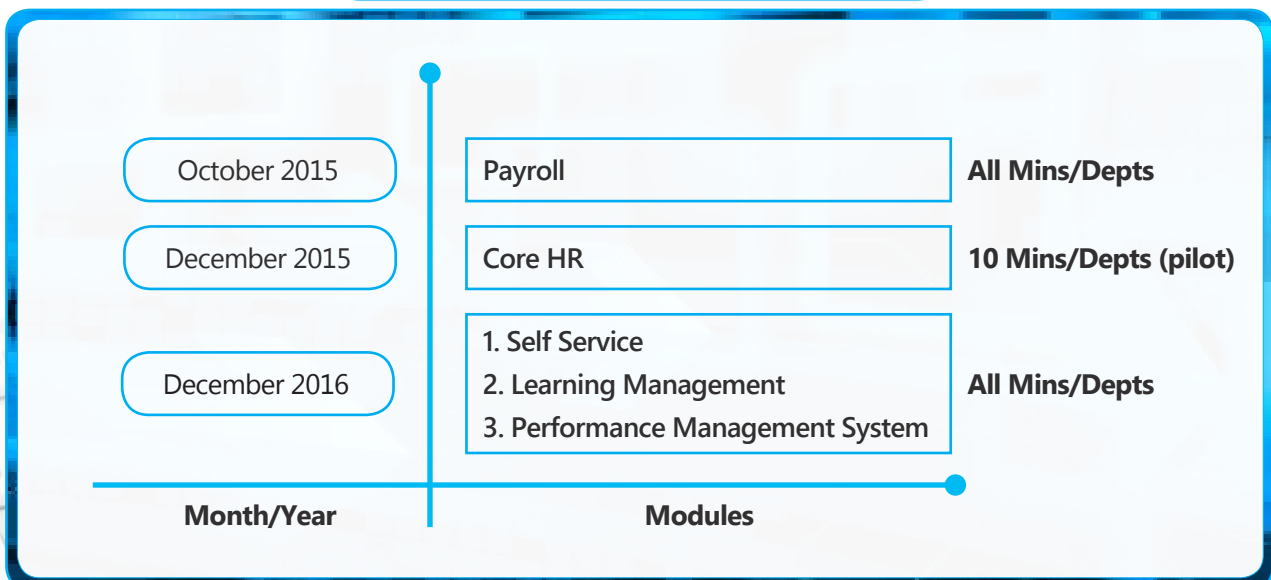
Message of R. Motah
Director, Financial Operations

1. OBJECTIVES OF HRMIS



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

2. PROJECT TIMELINE: 2013-2016



3. PROJECT STATUS



3.1. DATA MIGRATION PHASE

Data Capture	Extracting & Recording Officers' Data: from Officers' Personal Files to Data Capture Forms (Status: 97%)	
Data Input	Feeding Officers' Data: from Data Capture Forms into Data Cleansing Application	
Status of Data Input	No. of Mins/Depts	* Organisations below 60% <ul style="list-style-type: none"> Mauritius Police Force J. Nehru Hospital Dr. Jeetoo Hospital Remote data input carried out by Interns @ MCSAR for: <ul style="list-style-type: none"> Mauritius Police Force M/Education & HR, TE & SR (Zone 2) - has progressed from 40% (May 2015) to 64%
100%	50	
90% - 99%	11	
90% - 99%	8	
90% - 99%	3	
90% - 99%	2	
* Below 60%	3	
Overall Status: 70.54% (38,362 officers)		

Data Cleansing	Amending and removing incomplete, inaccurate or duplicated data from the existing temporary database to ensure availability of correct, accurate and reliable data in the HRMIS.	
Circular Letter No. 18 of 2015	<ul style="list-style-type: none"> Guidelines how to perform data cleansing exercise (Flowchart) Tool developed to facilitate the exercise (Validation Report) 	
July 2015	<ul style="list-style-type: none"> Working sessions on Data Cleansing Exercise Start of Data Cleansing Exercise 	
31 August 2015	<ul style="list-style-type: none"> Expected completion of Data Cleansing Exercise 	

IMPORTANT NOTE:

- After completion of the exercise, Supervising Officers & Officers in Charge of HR Divisions should sign and submit a Validation Certificate to MCSAR. The Validation Certificate will be a testimonial that the data cleansing exercise has been properly executed.
- Data Maintenance should also be carried out **simultaneously**.

3.2. PAYROLL

3.2.1. Payroll Run (PR)

Payroll run exercise involves reconciliation of HRMIS and CISD payrolls for sampled employees. Discrepancies identified are sorted out during the Conference Room Pilot (CRP) Reconciliation Exercise. After 2 successful PRs, preparations are underway for the 3rd one (PR3).

Payroll Run 3	Batch 1: 12 Mins/Depts	Batch 2: 42 Mins/Depts
Explanatory session PR 3 - Batch 1 2 June 2015	<ul style="list-style-type: none"> Participants of HR & Finance Sections briefed on the importance of the exercise and on the need for the exercise to be conducted with precision. Assistance provided on how to fill-in HR, Finance & Employee Payroll Details Templates. 	
Participating Organisations (Batch 1)		
M/Civil Service & AR, M/Labour, IR, E & T, M/Environment, SD, D & BM, M/Social Integration & EE, Government Printing, Central Information Systems Division, Civil Status Division, Corporate and Business Registration Department, Energy Services Division, National Archives Department, Pay Research Bureau, Valuation and Real Estate Consultancy Services.		
PR3 Reconciliation Exercise for the above organisations scheduled for 2 July 2015		

3.2.2. Major Changes in Payroll activities

General Observation

HRMIS will entail major changes in the way payroll activities are being carried out. Some activities would be centralised while others decentralised.

Workshop on "Centralisation & Decentralisation"

A workshop led by the Accountant-General and involving the participation of major stakeholders was held on 29 May 2015. Proposals for new processes under Government HRMIS/Payroll System were formulated (i.e. which payroll activities would need to be centralised or decentralised) have been finalised for consideration by higher authorities.

4. IT INFRASTRUCTURE

- Performance tests carried out by CISD, Central Coordination Unit & Mauritius Telecom at *Atom House, the Judiciary, M/Health & QL (Head Quarters), Dr. Jeetoo Hospital, Police Dept (AMC Building), M/Labour, IR, E & T (Blendax House), M/Agro & FS and Mauritius Fire Services*, further to complaints received from some Mins/Depts regarding slowness in accessing Data Cleansing Application.
- Remedial actions have been initiated following the recommendations made by the Technical Team.
- M/Technology, C & I has launched tenders to ensure connectivity of sites to GINS network.

5. MAIN CHALLENGES BEING ENCOUNTERED

CHALLENGES

Data Capture/input still ongoing



Achieving 100% Data input by end of August 2015



HR & Finance Coordinators having difficulties in carrying out streamlining of payroll elements and filling-in of templates, leading to inevitable delays



REMEDIAL ACTION

Organisations behind schedule have been requested to expedite matters to allow data migration phase to be completed as planned

- Remote data input being carried out by MCSAR
- Slow connectivity & bandwidth capacity being addressed by M/TCI for faster data input

One-to-one assistance & onsite intervention as and when required

6. UPCOMING MAJOR EVENTS

July:

- Data Cleansing exercise starts across the Civil Service
- 22-23 July: Workshop with Coordinators **"Readiness for the HRMIS"**

August:

Payroll Run 3 - Conference Room Pilot (CRP2): 42 Mins/Depts

August-September:

Data Migration: Uploading data from Data Cleansing Application to HRMIS

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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