

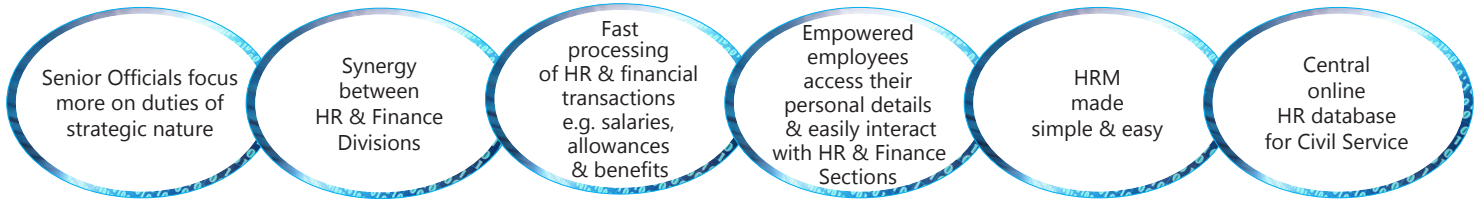


HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS) Newsletter Issue No. 22 - February 2017

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. DATA CLEANSING

2.1 QUALITY ASSURANCE EXERCISE

Since the backbone of the HRMIS will be the reliability of its data, a home-grown independent Quality Assurance (QA) exercise was put in place whereby, QA Teams from MCSAR (HRMIS Unit) visited Ministries/Departments which had completed data cleansing. The QA exercise involved verification of critical data in respect of a sample of employees, which led to Ministries/Departments taking remedial action to ensure completeness and accuracy of their data as, the ultimate responsibility to do so rests solely on the respective OICs of HR Divisions.

The aim of the QA exercise was to instill a quality culture with regard to the handling of data and to set the base for a proper QA mechanism for the HRMIS during the implementation phase across the civil service, thereby ensuring the sustainability of the HRMIS as a reliable system.

2.1.1 STATUS OF QUALITY ASSURANCE EXERCISE

The Quality Assurance exercise has been completed for all 75 Ministries/Departments as at end of February 2017.

Snapshots of the last QA exercises



Flacq Hospital



M/Education (Head Quarters)



M/Education (Zone 2)



M/Education (Zone 1)

2.1.2 EXPERIENCE ON QUALITY ASSURANCE EXERCISE

The QA exercise was yet another enriching experience that helped to ascertain data integrity of Ministries/ Departments thus, setting a strong foundation for the System to take off.

The QA exercise started at the end of October 2015 and as it picked up momentum, the QA teams came across various issues which had to be addressed to ensure consistency in the way data was recorded in the Data Cleansing Application (DCA) across Ministries/Departments. For e.g. recording restyled grades, merged and restyled grades, determining date joined service, break in service, ensuring correct input of NID and date of birth, name, employment details, PRB options, ...

The QA teams were pleasantly surprised at the effort put in by the HR officers of some organisations, and their support staff, to ensure quality of data and maintenance thereof. Some had to be convinced to do so while others had to rethink their strategy for data input, validation and maintenance.

Though the exercise was cumbersome and time consuming, it helped to raise the awareness of users on the importance of quality data and enabled the timely identification and sorting out of issues which would have impacted on the reliability of data in the HRMIS.

The QA Teams would like to express their gratitude to all officers of the HR Cadre and their support staff who gave their entire support and went out of their way to ensure the smooth running of the QA exercises.

QA Teams of the HRMIS Unit

The QA Team from MCSAR (HRMIS Unit), led by Mr D. Narain, Assistant Manager, Human Resources, carried out a quality assurance exercise, i.e. verification of data for a sample of employees, at Flacq Hospital from 31 January to 3 February 2017. The QA was carried out after we certified that data cleansing had already been completed.

After capturing data for some 1700 employees, we engaged into validation of the data captured as per guidance given by officers of the HRMIS Unit. Though the exercise was tedious and time consuming, it was carried out with much care and attention as data is considered to be the lifeblood of the System. We ensured that we were doing the work correctly by maintaining regular interaction with the HRMIS team.

We welcomed the QA exercise as it was an opportunity for us to ascertain that data input had indeed been carried out properly. The exercise is considered imperative as it helped in bringing consistency in the way data was input for the M/Health & QL. The exercise also helped us to be aware of the inconsistencies in data so that same could be addressed before data migration and live usage.

I would like to express my appreciation to the HRMIS team for their continuous support during the different phases of the HRMIS project. They have invested much time and effort to ensure that users properly understand every step of the process. I would like to assure the Team that the Flacq Hospital Team will surely and sincerely extend our commitment and collaborative support to make the HRMIS a reality.

Mr. Chandradev MANOHUR

Assistant Manager, Human Resources - M/Health & Quality of Life (Flacq Hospital)

Since quality data is the basis for a robust and reliable HRMIS, it is important that, before going live, we ensure the completeness, correctness and reliability of the data of our organisation.

In view thereof, we carried out data cleansing at two levels as per processes put in place and guidance provided by officers of the HRMIS Unit. First, when data was captured from the source document, i.e. Personal Files of employees and secondly, when the data was input in the Data Cleansing Application (DCA). Thus, data cleansing was tediously carried out for some 1880 employees at M/Education & HR, TE & SR (Zone 4). The exercise helped us to identify discrepancies and to take remedial action, accordingly.

After completion of data cleansing, a quality assurance exercise was carried out by a QA team from MCSAR (HRMIS Unit) from 11 to 13 January 2017. This exercise helped us to ensure that the data cleansing was properly carried out at our organisation. It also helped us to better understand the risks associated with incomplete and incorrect data for the next phase, that is, data migration.

We would like to express our appreciation to the officers of the HRMIS Unit for their continuous support and and the good coordination of activities related to HRMIS at the level of Ministries/Departments.

Mrs. Banumati APPANAH

Assistant Manager, Human Resources - M/Education and HR, TE & SR (Zone 4)

3. LIVE DATA MIGRATION

Data Migration is a very crucial activity as it entails uploading of public officers' data from the Data Cleansing Application (DCA) to the HRMIS. The exercise is carried out by the State Informatics Limited (SIL) after validation of the completeness and correctness of the data by Ministries/Departments concerned.

3.1 CURRENT STATUS

Following the completion of data migration pertaining to 27,000 public officers from 50 Ministries/Departments (Batch 1 & Batch 2), SIL has now embarked on the migration of data for 13 other organisations (Batch 3).

3.2 WORKING SESSION ON DATA MIGRATION

A working session was held with representatives of 5 organisations which joined Batch 3 at a later stage:

Date	10 February 2017
Venue	MCSAR IT Laboratory
Participants	Officers-in-Charge of HR Section & HR Coordinators of: <ul style="list-style-type: none">• Water Resources Unit• Central Information Systems Division• The Judiciary• Corporate and Business Registration Department• National Development Unit.
Aim of session	<ul style="list-style-type: none">• To inform participants about the activities before, during & after the data migration exercise.• To highlight on the importance of quality data (complete, correct & reliable) in the Data Cleansing Application prior to data migration.

Maintenance of Data following Data Migration

Since access to the DCA is disabled after successful completion of data migration, organisations concerned should continue to maintain data manually in the Data Capture Forms pending access to the Live HRMIS.

4. TRAINING OF USERS

Training sessions on Basic Core HR & Self Service (View only) modules have resumed for users of Ministries/Departments which have already completed data migration.

40 additional participants from the first batch of 38 organisations are undergoing training in the MCSAR IT Laboratory from 27 February to 7 March 2017. Thereafter, users from Batch 2 and Batch 3 organisations would be taken on board.

A training instance of the HRMIS has been made available to users at their workplace for practice.

Snapshots of the Training sessions



Snapshots of the Training sessions



Trained users should use the training instance of the HRMIS on a regular basis so as to practice what they have learnt during the training and to better prepare themselves to make proper use of the Live HRMIS.

5. UPCOMING ACTIVITIES

March - June 2017

- Completion of User Acceptance Test for Centralised Payroll System
- Live Data Migration for 13 organisations (Batch 3)
- Training on Basic Core HR & Self Service (View only) modules
- Development of Performance Management System & Leave Management modules.

6. 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

HRMIS Unit

Tel: PABX: 405 4100 (Ext: 10044-10047, 10052-10064) **Email:** hrmisunit@govmu.org

Finance Team

Tel: 201 3967 **Email:** hrmisfinance@govmu.org

MCSAR IT Unit

Tel: PABX: 405 4100 (Ext: 10048, 10049, 10051) **Email:** mcsar-it@govmu.org

All IT related issues should be addressed to Mr. R. Luckun, Project Manager, CIB
Email: rluckun@govmu.org