



HRMIS *Where are we ???*

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 PAYROLL: FROM STANDALONE TO INTEGRATED SYSTEM

The development of the new HRMIS/Payroll System is an opportunity to review and reengineer the government payroll process. The new system will provide a platform where two payroll related functionalities - HR and Finance - will converge towards one integrated payroll process. The new payroll system is expected to offer a wide spectrum of benefits including the following:

SINGLE DATABASE

Comprehensive personal information will be readily available given that the application maintains a **single repository**, which will help in **eliminating duplication of data and in reducing processing time**.

INTEGRATION WITH OTHER COMPUTERIZED SYSTEMS

This feature allows transfer of payroll data of all Ministries/Departments to the government accounting system (TAS), thus **significantly reducing time taken for input of payroll into TAS**. It also allows integration with the Pensions, Passage Benefits and Car Loan Systems managed by the Treasury which will definitely lead to system efficiency and better service delivery.

SEAMLESS COMMUNICATION

With the new payroll system, we are heading towards a more efficient transfer of data from HR to Finance. Payroll related data will move electronically instead of personal files.

I, therefore invite future users of the HRMIS to be actively involved at each stage of the implementation process so that they fully own the system once it goes live!

*Message of Mr. S. Romooah
Accountant General*

1. OBJECTIVES OF HRMIS

Senior Officials focus more on duties of strategic nature

Synergy between HR & Finance Divisions

Fast processing of HR & financial transactions
e.g. salaries, allowances & benefits

Empowered employees access their personal details & easily interact with HR & Finance Sections

HRM made simple & easy

Central online HR database for Civil Service

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

2. PROJECT STATUS

2.1. DATA MIGRATION PHASE



		Status
Data Capture	Extract Officers data from Personal Files record → extracted data in Data Capture Forms	97 %
Data Input	Data Capture Forms → Data Cleansing Application	82 %
Status of Data Input	No. of Mins/Depts	Data input (below 70 %) Mauritius Police Force (MPF) <u>May 2015</u> → <u>July 2015</u> → <u>August 2015</u> 27 % 49 % 63 % Ongoing remote data input by Interns @ MCSAR
100 %	50	
90 % - 99 %	16	
80 % - 89 %	5	
70 % - 79 %	2	
* Below 70%	2	
Data input completed for 43, 911 officers		Dr. Jeetoo Hospital: 62 %

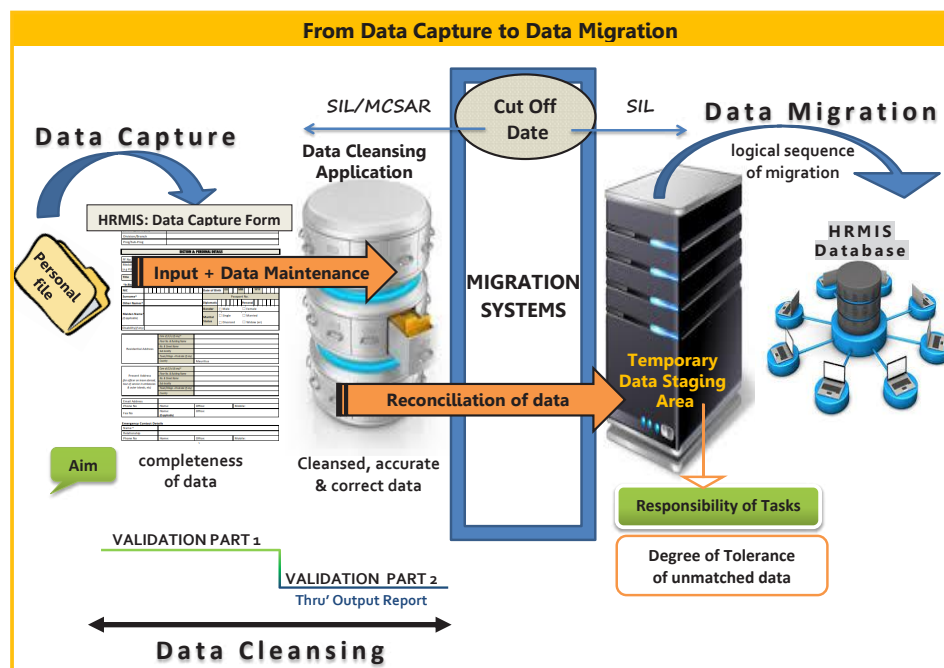
Data Cleansing	0.80 %
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To eliminate incomplete, inaccurate and duplicate data from existing temporary database so that data uploaded in the HRMIS is correct, accurate and reliable.

15-17 July 2015	Working sessions on Data Cleansing Exercise with HR Coordinators & HR Representatives of all Mins/Depts
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Issues covered during the working session:

(i) Schematic representation of data capture to data migration with emphasis on validation at each stage (Diagram 1)



(Diagram 1)

(ii) by use of flowchart - step by step explanation how to proceed with validation exercise (Diagram 2 – Page 3)

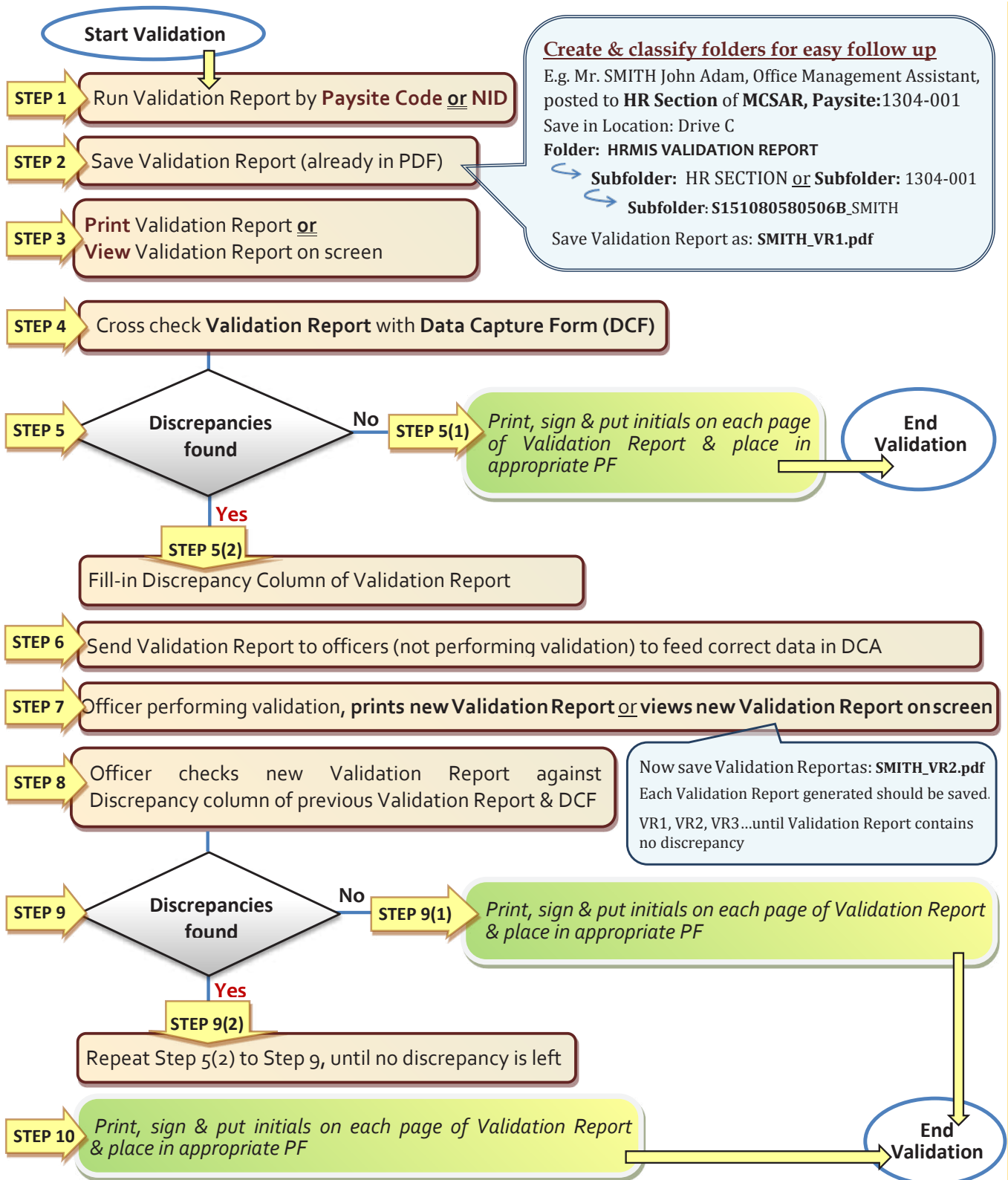
(iii) demo of validation exercise comprising:

- login to validation application
- running of the Validation Report (individual & in bulk)
- saving of the Validation Report
- verification of the Validation Report
- recording inconsistencies (in soft copy)
- amending data in Data Cleansing Application
- printing of final Validation Report

(iv) participants were also provided with guidelines and user manual.

- Note:**
- (a) Officers were reminded that the printed Validation Reports should be signed and kept properly in files.
 - (b) The Validation Certificate should be duly signed by Supervising Officers & Officer in Charge of HR Sections and submitted to M/Civil Service & AR after completion of the validation exercise.

GUIDELINES FOR DATA CLEANSING EXERCISE



NOTE: Supervising Officers & Officers in Charge of HR Divisions should submit a Validation Certificate to MCSAR after completion of Data Cleansing exercise.

(Diagram 2)

Data Cleansing exercise in progress @ the following Mins/Depts

M/Public Infrastructure & LT (Public Infrastructure & Land Transport Divisions), M/Social Security, NS & RI, M/Social Integration & EE, M/Education and HR, SR & TE (Zones 2 & 3), M/Environment, SD, D & BM, M/Civil Service & AR, M/Housing & Lands, M/Labour, IR, E & T (Labour & Employment Divisions), M/Foreign Affairs, RI & IT (International Trade Division), M/Industry, C & CP (Industry Division), M/Business, E & C (Cooperatives Division), M/Local Government, Office of the Vice President, Local Government Service Commission, Government Printing Department, The Judiciary, National Assembly, Energy Services Division, National Archives Department, Civil Status Division, Electoral Commissioner's Office, Statistics Mauritius, Attorney-General's Office, National Audit Office

2.2. PAYROLL

2.2.1. Payroll Run (PR)

Payroll run exercise involves reconciliation of HRMIS & CISD payrolls for sampled employees, thereby identifying discrepancies which are sorted out during the Conference Room Pilot (CRP) Reconciliation Exercises.

Three successful PRs (CRP1, CRP2 & Batch 1 of PR3) involving the Mins/Depts listed below have enabled several inconsistencies to be identified and corrected.

Payroll Runs	Participating Ministries/Departments	Estimated Success Rate
Payroll Run 1 19 September 2014	10 Mins/Depts	75 %
	Attorney General's Office, Office of the DPP, Public Bodies Appeal Tribunal, Energy Services Division, M/Civil Service & AR, M/Environment, SD, D & BM, M/Social Integration & EE, M/Housing & Lands, M/Labour, IR, E & T (Labour & Employment Divisions)	
Payroll Run 2 4 February & 5 March 2015	16 Mins/Depts	81 %
	Attorney General's Office, Office of the DPP, Office of the President, Local Government Service Commission, Meteorological Services, Electoral Commissioner's Office, National Audit Office, Employment Relations Tribunal, Ombudsman's Office, M/Energy & PU, M/Technology, C & I, M/ Arts & Culture, M/Youth & Sports, M/Gender Equality, CD & FW, M/Agro Industry & FS, M/Health & QL	
Payroll Run 3 CRP 1 2 July 2015	12 Mins/Depts	95 %
	M/Civil Service & AR, M/Labour, IR E & T, M/Environment, SD, D & BM, M/Social Integration & EE, Central Information Systems Division, Civil Status Division, National Archives Department, Corporate & Business Registration Department, Energy Services Division, Government Printing, Valuation and Real Estate Consultancy Services, Pay Research Bureau	

Payroll Run 3 (CRP 2)

Explanatory sessions regarding filling-in of Templates

Templates	Officers involved	Date
HR & Finance	HR & Finance Coordinators (42 Mins/Depts)	5 & 6 August 2015
Employee Payroll Details	Finance Coordinators & Schedule Officers for Payroll (18 Mins/Depts)	14 August 2015
	Finance Coordinators & Schedule Officers for Payroll 2 Mins/Depts: M/Education and HR, SR & TE, Mauritius Police Force	27 August 2015

PR3 Reconciliation exercise for the following Mins/Depts – scheduled for 3 September 2015

Payroll Run 3 CRP 2 - Batch 1 3 September 2015	Prime Minister's Office (Rodrigues Division), M/Technology, C & I (Data Protection Office), M/Public Infrastructure & LT (Public Infrastructure & Land Transport Divisions), M/Tourism & EC (Tourism & External Communications Divisions), M/Business, E & C (Business Enterprise & Cooperatives Divisions), M/Industry, C & CP (Industry, Commerce & Consumer Protection Divisions), M/Labour, IR, E & T (Employment Division), Registrar General's Department, Public Bodies Appeal Tribunal, The Treasury, Civil Aviation Services, Central Procurement Board, Mauritius Fire & Rescue Service, Ombudsperson for Children's Office
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2.3. IT INFRASTRUCTURE

Meeting on	21 August 2015
Meeting with	Manager CISD, Chief Technical Officer, Central Informatics Board, MCSAR (IT UNIT)
Matters discussed	How to properly tackle difficulties encountered for deployment of the HRMIS
Causes identified	<ul style="list-style-type: none"> lack of CISD staff posted to all Mins/Depts some Mins/Depts do not have any IT coverage equipment at Mins/Depts do not meeting minimal SIL requirements to run Validation Reports
Proposals	To train officers of the IT Unit of Mins/Depts so that they can provide IT support in their respective Mins /Depts

3. MAIN CHALLENGES BEING ENCOUNTERED

CHALLENGES

REMEDIAL ACTION

Configuration of PCs for validation exercise not properly effected in most Mins/Depts	→	Onsite assistance provided by officers of the HRMIS UNIT *
Users having difficulty to access validation application (HRMIS Financials)	→	Onsite troubleshooting effected by officers of the HRMIS UNIT *
Delay in creation of logins for users involved in validation exercise	→	Workload of IT Section shared by officers of the HRMIS UNIT *
Many requests from Users for coaching on Data Cleansing Application (DCA) and Validation inspite of coaching sessions already held with Coordinators & Representatives of Mins/Depts	→	Requests attended by officers of the HRMIS UNIT *
Very few Mins/Depts embarked on validation exercise as most officers of the HRM Cadre are now familiarising themselves with the DCA	→	Coaching provided by officers of the HRMIS UNIT *
Data input almost stagnant in some large Mins/Depts	→	Follow-up carried out by HRMIS Unit
Slow connectivity recurrently reported by many users	→	Problem reported to M/Technology, C & I for necessary action

* Special thanks go to dedicated officers from the HRMIS Unit (Mr. Kassim, Temporary Office Management Assistant, Mr. Bhoaroo, Mr. Boodhoo & Mr. Mayeputh (Management Support Officers), who in addition to their normal duties, are doing configuration of PCs, carrying out installation of Java, resetting Internet explorer, testing of the work carried out and as well as coaching the users.



*** Onsite Intervention by officers of the HRMIS Unit @ the following Mins/Depts (from 12 August onwards)**

M/Business, E & C (Business Enterprise Division), M/Industry, C & CP (Industry & Commerce Divisions), M/Social Security, NS & RI, M/Technology, C & I, M/Foreign Affairs, RI & IT (International Trade Division), M/Labour, IR, E & T (Employment Division), M/Health & QL (Dr. Jeetoo Hospital), M/Public Infrastructure & LT (Public Infrastructure & Land Transport Divisions), M/Arts & Culture, M/Agro Industry & FS, M/Ocean Economy, MR, F, S & OI, M/Tourism & EC, M/Environment, SD, D & BM (Solid Waste Division), National Assembly, The Judiciary, National Audit Office, Civil Status Office

4. HRMIS COACHING SESSIONS

Aim	<ul style="list-style-type: none"> to enable officers of the HRMIS Core Team to familiarise themselves with system functionalities and to gain a proper understanding of the technicalities of the processes involved to prepare participants to jointly carry out the payroll run exercise with SIL Team
Conducted by	SIL
Venue	M/Civil Service & AR
Duration	Weekly sessions as from 31st July until completion of Conference Room Pilots
Participants	HRMIS Core Team (HRMIS Team, Finance Team, Officers from the Treasury)
Topics covered/ to be covered	<ul style="list-style-type: none"> People Screen (main screen capturing employees basic data in the application) Assignment Screen, assignment of duties, actingship, creation of jobs, promotion, retirement, termination and re-hiring of employees, ... Setting up of hierarchies with position titles in the organization, allocation of roles such as Supervisor, ... Payroll details (elements definition, global values, User Defined Table, ...)
Contribution of participants	<ul style="list-style-type: none"> to suggest meaningful amendments such as renaming of some ambiguous fields to confirm understanding of major concepts (e.g. effective date, update versus correction, ...) to reinforce mutual understanding on business rules between SIL & HRMIS Core Team

5. HRMIS WORKSHOP "READINESS FOR THE HRMIS" 22-23 JULY 2015

5.1. FEEDBACK ON HRMIS WORKSHOP

Feedback received from 8 Mins/Depts only

M/Social Security, NS & RI, M/Health & QL (SSRN Hospital), M/Social Integration & EE, Office of the Director of Public Prosecutions, Public Bodies Appeal Tribunal, Prime Minister's Office (Forensic Science Laboratory), Office of the President, Pay Research Bureau, Meteorological Services

Positive Aspects

- satisfactory sensitization programme
- successful in demonstrating the need for change
- increased knowledge on HRMIS

Main concerns

- lack of adequate IT infrastructure & slow connectivity @ Min/Dept level
- more emphasis should have been on usefulness & functionalities of HRMIS

6. UPCOMING MAJOR EVENTS

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| <ul style="list-style-type: none"> 3rd September: CRP2 - Batch 1 (18 Mins/Depts) 30th September: CRP2 - Batch 2 & 3 (23 Mins/Depts) October 2015: Data Migration: Data Cleansing Application → HRMIS | } Forthcoming Payroll runs |
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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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