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.

The decision taken by MCSAR to implement the HRMIS Project was most welcomed by Statistics Mauritius.

The HR Division has been equipped with IT facilities and made ready to implement the project. Data Capture was completed before the time frame set by MCSAR and data captured was continuously maintained. Under my close supervision, Data Input was carried out and was completed by mid-December 2014.

Data Cleansing and Validation Exercises were completed on 15 October 2015 and the Validation Certificate submitted to the MCSAR on 22 October 2015. A team from the HRMIS Unit carried out an Independent Quality Assurance exercise on 12 November 2015 and minor discrepancies detected have already been corrected.

The implementation of the project is not a one-off exercise. The final submission of the Validation Certificate is not the end of the Data Cleansing Exercise. The data in respect of each and every officer should continuously be maintained and updated in the light of new information.

As an end word, I humbly appeal to all my colleagues of the HR Cadre to positively look towards the HRMIS project and ensure its successful implementation across the Civil Service with a view to rendering human resource management and related financial operations more efficient and effective.

Mr H. Joggessur, Assistant Manager, Human Resources
Statistics Mauritius

It was a very nice experience for the NTA Team to participate in the Payroll Run 3 (PR3) exercise. The interaction with the HRMIS Team was indeed helpful to understand the logics behind each input provided in the different templates used in the exercise, e.g. sample of employees, HR & Finance data, payroll elements and business rules governing them.

It was also an opportunity for us to test our ability to respond in an effective and timely manner. The tasks, though quite complex, were easily attended to thanks to the valuable support and patience of the HRMIS Unit.
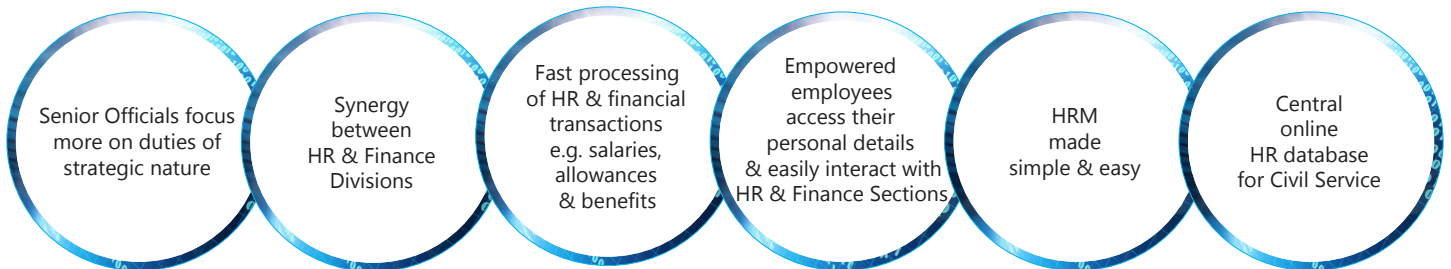
During the Conference Room Pilot (CRP), we were able to have a better understanding of the HRMIS when the payroll module was demonstrated. Discrepancies identified confirmed the need to ensure compliance with the correct interpretations of business rules. We were pleased about the fact that our proposals relating to some payroll reports were favourably considered.

Dear friends and colleagues, your individual expertise and valuable experience count a lot. So, let us put our efforts together to make the HRMIS project a reality that will change our lives in a constructive manner at work.

We have the potential to make it happen!

Mr. M.A Mohamed, Financial Officer
National Transport Authority

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

Activity	Process	Overall Status	No. of Officers
Data Capture	Personal Files ➜ Data Capture Forms	**97%**	**52,494**
Data Input	Data Capture Forms ➜ Data Cleansing Application	**94.1%**	**50,950**
Data Cleansing (Validation)	Eliminating **duplicate**, **incomplete** and **inaccurate** data from existing database for uploading **correct**, **accurate** and **reliable** data in the HRMIS.	**19.9%**	**10,754**

Status of Data Cleansing by Mins/Depts				
100% **12 Depts**	**71% - 99%** **22 Mins/Depts**	**51% - 70%** **5 Mins/Depts**	**31% - 50%** **11 Mins/Depts**	**Below 30%**
1. National Assembly **2.** Statistics Mauritius **3.** Energy Services Div **4.** International Trade Div **5.** Attorney-General's Office **6.** Employment Relations Tribunal 7. Environment, NEC & BA 8. Government Information Systems 9. Civil Status Div 10. Business Enterprise Div 11. Office of DPP 12. Registrar- General	1. Civil Aviation 2. Tourism & EC 3. External Communications Div 4. Finance & ED 5. Valuation & RECS 6. National Transport Authority 7. Land Transport Div 8. National Archives 9. Industry Div 10. Commerce & CP Div 11. Financial Services, GG & IR 12. Civil Service & AR 13. Local Government Service Commission 14. Electoral Commissioner's Office 15. Office of the President 16. Ombudsman's Office 17. Public Bodies Appeal Tribunal 18. The Treasury 19. National Audit Office 20. Local Government 21. Social Integration & EE 22. Employment Div	**1.** Prime Minister's Office **2.** Public Service Commission 3. Pay Research Bureau 4. Water Resources Unit 5. Agro-Industry & FS	1. Government Printing 2. Corporate and Business Registration Department 3. Technology, C & I 4. Mauritius Fire and Rescue Service 5. Cooperatives Div 6. The Judiciary 7. Mauritius Prisons Services 8. Foreign Affairs Div 9. Gender Equality, CD & FW 10. Ocean Economy, MR, F, S & OI 11. Ombudsperson for Children's Office	30 Mins & Depts

2.1.1 TRAINING ON DATA CLEANSING APPLICATION & VALIDATION APPLICATION

Training Sessions conducted by officers of the HRMIS Unit to facilitate data cleansing exercise *(17 August - 18 November 2015)*			
Designation	**No. of participants trained on**		**Our Trainers**
	Data Cleansing Application (DCA)	**Validation Application**	
Manager, Human Resources	2	6	**Office Management Assistant (Temporary)** Mr. S. Kassim **Management Support Officers** Mr. G. Bhoyroo Mr. A. Mayeputh Mr. K. Boodhoo
Assistant Manager, Human Resources	8	15	
Senior Human Resource Executive	5	13	
Human Resource Executive	23	73	
Office Management Assistant	11	5	
Management Support Officer	31	23	
NEF Intern	-	1	
Total No. of officers trained	**80**	**136**	

Requests for training regarding data input, data cleansing & Validation Application are still being entertained by MCSAR .

2.2. Independent Quality Assurance on Data Cleansing

2.2.1. Quality Assurance exercise @ Statistics Mauritius & Office of the DPP

Enriching experience of Mrs. K. Soondron, Assistant Manager, Human Resources @ MCSAR (HRMIS Unit)

Before proceeding to the Statistics Mauritius for my first Quality Assurance exercise, some apprehension was felt about the outcome of this exercise and of the possible ensuing reactions of the HR staff of the Statistics Mauritius. But this feeling was quickly dissipated with the positive attitude and entire collaboration of Mr. Joggessur, AMHR, and his staff. In fact, the exercise turned out to be fruitful to both parties: for Statistics Mauritius, solutions were proposed to thrash out minor discrepancies noted for necessary corrections, and for the HRMIS Team, it was an opportunity for new experience and job enrichment.

The QA Team noted with much appreciation that record keeping at the Office of the DPP is done in a most systematic and orderly manner which enables quick and easy retrieval of information at all times.

Data Integrity lays the very foundation for a reliable Human Resource Management Information System and the objective of the Quality Assurance exercise is to ensure reliability of the system that is being established for us all.

I have no doubt that the Quality Assurance exercise will be carried out in the same spirit across different Ministries/Departments with the collaboration of our HR colleagues as usual.

Organisations	Outcome of the QA exercises
Statistics Mauritius	No major discrepancies found.
Office of the Director of Public Prosecutions	Officers of the Statistics Mauritius & Office of the DPP, present for the QA exercise have already been apprised of the minor discrepancies noted for necessary corrections.

The HRMIS QA team is grateful to the Statistics Mauritius & Office of the DPP Teams for their support.

The Data Cleansing and Validation exercises should be undertaken with utmost care leaving no room for erroneous data being input, as we are dealing with the critical data of our officers.

Data Maintenance should be carried out *simultaneously*.

2.3. PAYROLL

2.3.1. Streamlining and standardisation of Payroll elements

During the payroll run exercises, the following were noted:

- *elements were being created in a haphazard manner.*
- *different appellations for same elements being used by different Mins/Depts*
  e.g. **Rent Allowance**, **Quarters Allowance**, **Rent and Assistance Allowance**
- *confusing appellations of elements, not reflecting the allowances for which payments are being effected*
  e.g "**electrocution fee**", which in fact refers to a "**survey fee**", as stipulated in PRB Report 2013.

It was therefore deemed important to have a streamlined and standardized list of payroll elements (payments & deductions) so as to maintain consistency as regards the use of elements across the civil service.

Working sessions were held in collaboration with officers of the Treasury, HRMIS Core Team & Mins/Depts to streamline and standardise elements.

Methodology for streamlining of elements

- Extract allowances (appellations & parameters) *(Source: PRB & EOAC Reports 2013, Seebaluck Report)*
- Categorise allowances in terms of :
  (i) *Common:* allowances applicable to all Mins/Depts
  (ii) *Specific:* allowances specific to Mins/Depts

⬇

Request CISD to provide payroll elements i.r.o. Mins/Depts for a period of one year

⬇

Submit CISD extracted list of elements to Mins/Depts & request HR & Finance Coordinators to:
- verify appellations of allowances & their respective business rules
- submit allowances approved by their respective Mins/Depts including authority for payment from HPC, MCSAR, the Treasury,...
- provide additional info regarding appellations & codes of CISD elements
- indicate whether allowances are taxable/non-taxable & pensionable/non-pensionable

⬇

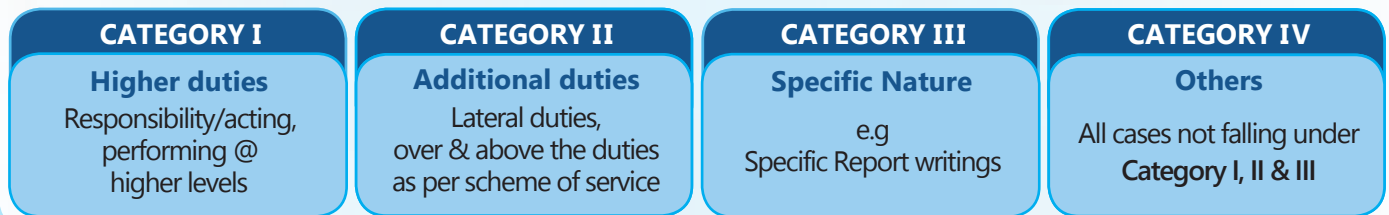Submit payroll elements to Mins/Depts & request them to:
- verify payroll elements against list of allowances
- provide computation & business rules for missing elements
- submit authority for payment from HPC, MCSAR, The Treasury,... *(even if payment has not yet been effected)*

⬇

Conduct working sessions with Mins/Depts to clear misinterpretations & discrepancies

⬇

Work out proposed appellations to adhere to PRB/EOAC Reports 2013 & Seebaluck Report
Ad-hoc allowances have been classified under following 4 categories:

CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
Higher duties	**Additional duties**	**Specific Nature**	**Others**
Responsibility/acting, performing @ higher levels	Lateral duties, over & above the duties as per scheme of service	e.g Specific Report writings	All cases not falling under **Category I, II & III**

⬇

Work out appropriate Reporting names for payroll elements which will appear in HRMIS payslips

⬇

Seek approval of SCE, MCSAR on the proposed appellations for payroll elements & their Reporting Names

⬇

Communicate streamlined & standardised Master list of payroll elements to HR & Finance Divisions of Mins & Depts

The streamlined payroll elements to be used across the civil service

3. PAYROLL RUN 4 (PR4) – APPROACH TO "LIVE DEPLOYMENT"

3.1. TRAINING & WORKSHOPS

Training - to develop skills and competencies of Trainers & End Users

- Training of Trainers (HRMIS Core Team) by SIL
- Developing training skills of Trainers
- Training of Champions (HR & Finance Coordinators) & End-Users by the HRMIS Core Team
- Training on Payroll Module
- Training manuals will be provided.

Workshop on Change Management - to sustain the HRMIS project

3.2. USER ACCEPTANCE TEST (UAT)

3.2.1. ACTIVITIES INVOLVED IN UAT

Explanatory Sessions	Mins/Depts will be informed how the UAT exercise will be conducted
Sampling	Sample of employees (Payroll Runs 1,2,3) + additional samples to also cater for odd cases for testing.
Preparing test Scenarios	Test Scenarios to test normal & specific cases (applicability of business rules for different scenarios)
Migration of Data	Data for sampled employees will be migrated into the HRMIS by SIL
Reference Data	Payroll data for: • December 2015 - End of Year Bonus • January 2016 - Payment of annual Increment & allowance • February 2016 - unutilized sick leave
Carrying out tests	Users will test the system under the guidance of the HRMIS Core Team
Recording observations & investigating discrepancies	Discrepancies noted will be sorted out by the HRMIS Core Team in the first instance
Redo tests	Repeated tests will be performed until desired results are achieved
Identification of Risks & Mitigation Plans	Preparation of Mitigation Plans following identification of potential risks during working sessions

4. IT INFRASTRUCTURE

4.1. Overcoming slowness issues by Central Informatics Bureau (CIB)

Following the slowness issues reported in accessing the DCA & Validation application, a follow up was carried out by the Project Manager, CIB whereby the necessary actions i.r.o. the under mentioned sites were initiated.

SITES	OBSERVATION/ACTION/S TAKEN
Education and HR, TE & SR (Zone 3, Rose Belle)	Switch has been replaced – Better connectivity
Financial Services, GG & IR (Ebène)	No connectivity issue was noted
Housing & Lands	HR Section migrated to the existing 40 Mbps
Central Procurement Board	No connectivity issue was noted
Forensic Science Laboratory (Réduit)	• Procurement of Router • Bandwidth upgrade in progress - Awaiting Mauritius Telecom to finalise installation
SSRN Hospital (HR section)	Request has been made to relocate the Symmetrical High-Speed Digital Subscriber Line (SHDSL) from Finance Section to HR Section

Performance issue being of a dynamic nature, monitoring of sites is an ongoing process. Whenever performance issues are encountered, appropriate Mins/Depts are encouraged to report any performance issue.

5. UPCOMING MAJOR EVENTS

December 2015
• Quality Assurance exercise in Minstries/Departments
• Explanatory Sessions on mapping of CISD & HRMIS payroll elements
• Data Migration (ongoing)

January 2016
• Training of Trainers, Champions & End Users
• User Acceptance Test

6. 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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