



Republic of Mauritius

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)

Newsletter Issue No. 9 - January 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.

The year 2016 will undoubtedly be one of achievements. The essential ground works to enable the HRMIS to rest on a strong foundation are nearing completion.

The hard work invested in the HRMIS Project will soon be rewarded when the system will become a friendly tool in the day-to-day management of our human resources. As Minister responsible for the Civil Service, I note with great pleasure that the majority of Ministries/Departments have managed to keep pace with the implementation timeline set by my Ministry. While encouraging them to sustain their efforts to meet the set targets, I would urge upon the few organisations that are behind schedule to redouble their efforts to catch up.

As I have said several times, the HRMIS is one of the most important administrative reforms being undertaken for the modernisation of the civil service. It is set to become an effective tool in the utilisation of our human capital and ease the life of every public officer. The full operation of the system will help to catalyse the modernisation process and propel our Civil Service to new heights. We should then be very proud of legating this achievement for the benefit of our future generation.

I seize this opportunity to make an appeal to all Supervising Officers and officers concerned to remain connected with my Ministry in this journey towards excellence.

Message of the Honourable Alain WONG, MSK
Minister of Civil Service and Administrative Reforms

The coming into operation of the Basic Core HR and Payroll modules of the HRMIS will indeed be a milestone in the modernisation process of our Civil Service. The database that is being developed for this purpose has reached the validation phase and will constitute the very backbone of this system. The traditional manual system of human resource management will thus give way to a fully automated and modern system of management which will require our officers to adapt to new ways of doing business.

HRMIS is not only meant for the Officers of the HR and Finance Cadres. Eventually officers across the Civil Service can have access to the system through the "Self Service Application," whereby they can obtain updated information with regards to their personal records as well as their balance of leaves and passages among others. This will be a major breakthrough in terms of quality service delivery in the public service.

Officers should, therefore, be made aware of the coming changes so as to cultivate the right mindset to embrace this major transition and willingly participate in the change process.

I would like to commend the efforts put in by officers at different levels for meeting the set targets in the implementation of this mega project that will benefit the whole civil service and invite them to muster more courage to keep the momentum. I would also urge upon Supervising Officers of Ministries/Departments and Heads of Division/Sections to place the HRMIS among their top priorities on their agenda for the transformation of the Civil Service.

Message of Mr. Premhans JHUGROO, Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

1. OBJECTIVES OF HRMIS



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 %	52 460
Data Input	Data Capture Forms → Data Cleansing Application	94.5 %	50 925
Data Cleansing (Validation)	Eliminating <i>duplicate, incomplete</i> and <i>inaccurate</i> data from existing temporary database and uploading <i>correct, accurate</i> and <i>reliable</i> data in the HRMIS.	41.6 %	22 407

40 pioneer Ministries/Departments (PR 4) have achieved a completion rate of **93.2 %** (6 370 employees) as @ 28 January 2016 i.r.o the Data Cleansing exercise.

2.1.1 STATUS OF DATA CLEANSING EXERCISE BY MINISTRIES & DEPARTMENTS

100%	M/Environment, SD & D & BM, M/Finance & ED, M/Gender Equality, CD & FW, M/Social Integration & EE, M/Tourism & EC, External Communications Div, Government Information Service, Civil Status Div, Civil Aviation Dept, Pay Research Bureau, Statistics Mauritius, Registrar General's Dept, Energy Services Div, National Assembly, International Trade Div, Attorney-General's Office, National Archives Dept, Commerce & CP Div, Electoral Commissioner's Office, Ombudsman's Office, Public Bodies Appeal Tribunal, Office of the DPP, Business & Enterprise Div, Employment Relations Tribunal
91% - 99%	M/Financial Services, GG & IR, M/Local Government, M/Technology, C & I, Prime Minister's Office, Office of the President, Office of the Vice President, Public & Discipline Forces Service Commission, The Treasury, Valuation & Real Estate Consultancy Services, Land Transport Div, National Transport Authority, Employment Div, National Audit Office, Ombudsperson for Children's Office
81% - 90%	M/Civil Service & AR, Central Procurement Board, Industry Div, Local Government Service Commission, The Judiciary
65% - 80%	M/Energy & PU, M/Agro & FS, M/Arts & Culture, M/Ocean Economy, MR, F, S & OI, Police Dept*, Meteorological Services, Prisons Dept, Water Resources Unit, Foreign Affairs Div
36% - 64%	M/Social Security, NS & RI, M/Youth & Sports, Government Printing Dept, Corporate and Business Registration Department, Central Information Systems Division, Mauritius Fire and Rescue Service, Cooperatives Division, Labour Div
Below 35 %	M/Education & HR, TE & SR (Head Quarters, Zone 1, Zone 2, Zone 3, Zone 4), M/Health & QL (Head Quarters, Dr Jeetoo Hospital SSRN Hospital, Flacq Hospital, J.Nehru Hospital, Victoria Hospital, M/Housing & Lands*, National Development Unit, Public Infrastructure Div

*Police Department, which was in the red zone in November 2015, has achieved a completion rate of **67%** as @ 28 January 2016 i.r.o the Data Cleansing exercise (i.e. 8 800 out of 13 097 employees).

*M/Housing & Lands has taken the commitment to complete the data cleansing exercise by the **end of February 2016**.

2.1.2 MEETINGS I.C.W DATA CLEANSING EXERCISE

Concerned with the slow progress achieved with regard to the data cleansing exercise, Mr. P. Jhugroo, Senior Chief Executive of MCSAR, held meetings with Officers-in-Charge of HR Divisions & HR Coordinators of Ministries/Departments (*Table below*) to secure their commitment for the successful completion of the exercise by **mid February 2016***.

Date	Participants	Status of data cleansing exercise
19 Jan 2016	20 Ministries/Departments	yellow & red zones
	M/Education & HR, TE & SR (Head Quarters & 4 zones)	completed only 3.19% as @ 19 January 2016
	*M/Education, HR, TE & SR will endeavour to complete the exercise by end of March 2016	
22 Jan 2016	19 Ministries/Departments	some Ministries/Departments have already completed the exercise, but did not submit their Data Cleansing Validation Certificates no progress noted for some Ministries/Departments after having completed 90% of the exercise.

Meeting with the Top Management of M/Health & QL will be held in due course.

Implementation issues i.c.w the HRMIS Project were raised on 13 January 2016 @ the meeting of Supervising Officers with the Secretary to Cabinet and Head of the Civil Service.

2.2. INDEPENDENT QUALITY ASSURANCE ON DATA CLEANSING

2.2.1. AIM & OBJECTIVE OF QUALITY ASSURANCE EXERCISE

- avoid the risk of migrating inaccurate and incorrect data into the System
- instill a quality culture in HR Divisions of Ministries/Departments
- encourage HR Department of Ministries/Departments to constantly maintain their data, thereby rendering them accountable for their data
- to ultimately help in institutionalising a quality control mechanism in all organisations
- contribute in the sustainability of the HRMIS as a reliable system.

Quality Assurance exercises carried out:

<p>December 2015</p>	<p>Employment Relations Tribunal, Statistics Mauritius, Office of the Director of Public Prosecutions, International Trade Division, M/Environment, SD and Disaster & BM, Government Information Service</p>
<p>January 2016</p>	<p>M/Social Integration & EE, Registrar Generals' Department, National Archives Department, Attorney General's Office, Civil Status Division, Business Enterprise Division, Energy Services Division, Tourism Division, External Communications Division</p>

Snapshots of the Quality Assurance exercises held in January 2016



No major discrepancies noted i.r.o critical data, i.e. data having a direct bearing on payroll.

Remedial actions:

- Ministries/Departments concerned were requested to attend to the minor discrepancies noted
- The HRMIS QA Team provided guidance to Ministries/Departments on specific issues so as to always maintain correctness of data in the system.

Ministries/Departments are required to submit **fresh Data Cleansing Validation Certificates** after addressing the minor discrepancies noted during the Quality Assurance exercises

Data Maintenance should be carried out **@ all times**, even after the completion of the QA exercises

3. PAYROLL

3.1. MAPPING OF CISD/HRMIS PAYROLL ELEMENTS

3.1.1 OBJECTIVE OF THE MAPPING EXERCISE:

- Officers of the Finance Sections to be familiarised with new payroll elements
- to eliminate inconsistencies regarding the naming of payroll elements
- to identify new payroll elements to be included in the HRMIS
- to take timely corrective action for updating the HRMIS database
- to facilitate migration of financial data (from CISD Payroll System to the HRMIS).

4. PAYROLL RUN 4 – APPROACH TO LIVE DEPLOYMENT

4.1. PIONEER MINISTRIES/DEPARTMENTS IN FINAL STAGE OF PHASE 1 OF THE HRMIS PROJECT

Development of the first Phase of the HRMIS Project, comprising the **Basic Core HR & Payroll modules**, has been completed by SIL. The **40 pioneer Ministries/Departments** (listed below), earmarked for Payroll Run 4, have already completed/will soon complete the data cleansing exercise. They will participate in various activities (training, migration of data in the HRMIS, User Acceptance Test, parallel runs) as from **February 2016** to be in a state of readiness.

1. M/Civil Service & AR	21. International Trade Div
2. M/Tourism & EC & External Communications Div	22. Energy Services Division
3. M/Social Integraton & EE	23. National Transport Authority
4. M/Environment, SD & D & BM	24. National Archives Department
5. M/Finance & ED	25. Water Resources Unit
6. M/Financial Services, GG & IR	26. Civil Aviation Department
7. M/Local Government	27. Valuation & Real Estate Consultancy Services
8. M/Housing & Lands	28. Public Bodies Appeal Tribunal
9. Land Transport Div	29. Office of the President
10. Industry Div	30. Ombudsperson for Children’s Office
11. Commerce & CP Div	31. Pay Research Bureau
12. Employment Div	32. Ombudsman’s Office
13. Business & Enterprise Div	33. Attorney-General’s Office
14. Local Government Service Commission	34. Office of the DPP
15. Employment Relations Tribunal	35. National Audit Office
16. National Assembly	36. Statistics Mauritius
17. Office of the Vice President	37. Civil Status Div
18. Electoral Commissioner’s Office	38. PSC & DFSC
19. Registrar General’s Department	39. The Treasury
20. Prime Minister’s Office (including Rodrigues Div)	40. Government Information Service

4.2. SENSITISATION SESSION I.C.W PAYROLL RUN 4 (PR4) @ MUNICIPALITY OF PORT LOUIS

To keep on the momentum, a Sensitisation Session was held on 11 January 2016 with the Project Champions (HR & Finance Coordinators) of the 40 Ministries/Departments reaching the final stage of Phase 1 of the HRMIS Project.

4.2.1. AIM OF THE SENSITISATION SESSION:

- to emotionally prepare Project Champions to face all upcoming challenges associated with PR4 activities.
- to invite attention of officers to the crucial activities of PR4, namely the *Data Cleansing, Quality Assurance, Data Migration, Training of Trainers and Users, UAT, sign-off and parallel-runs* before the **"soft-go live"** deployment of the Basic Core HR and Payroll modules
- to remind Project Champions of their roles and responsibilities as *Change Agents* and the need to communicate progress achieved to their respective Supervising Officers and colleagues so as to facilitate the transformational change in human resource management in the Civil Service.

In his address, the Senior Chief Executive, Mr. P. Jhugroo, emphasised on the importance of *commitment, dedication, the adoption of right mindset and teamspirit*, which are necessary to successfully achieve all milestones set for PR4, including the **"soft go-live"** in **March 2016**.



5. TRAINING & CHANGE MANAGEMENT

Training and Change Management Programmes are deemed to be *essential pillars* for the proper taking off and sustainability of the HRMIS Project.

In view thereof, *Training and Change Management* Programmes are being mounted in collaboration with the Civil Service College of Mauritius.

5.1. AIM OF TRAINING

Train the Trainers

To develop prospective Trainers into proficient Trainers, thereby helping them to acquire the necessary knowledge, skills and aptitude to successfully deliver training to end-users.

The 21 officers forming part of the HRMIS Core Team will follow the "Train the Trainers" Course and will also undergo theoretical and practical assessments to ascertain that they are sufficiently equipped to deliver as effective Trainers.

Training of Users

To provide training and hand-holding support to end-users, thereby enabling them to operate with much ease and confidence in their new work environment.

5.2. AIM OF CHANGE MANAGEMENT PROGRAMME:

- to emotionally prepare employees to overcome their fears and to confidently face the upcoming challenges
- to successfully communicate benefits of the change initiatives to employees
- to reassure the employees that their new work environment will only enhance ways of doing business.

6. UPCOMING MAJOR EVENTS - 2016

JANUARY :

- Quality Assurance exercise (ongoing)
- Mapping of CISD & HRMIS payroll elements.

FEBRUARY :

Start of Training Programmes:

- Training of Trainers
 - Training Skills by the Civil Service College Mauritius
 - HRMIS (Basic Core HR & Payroll modules) by SIL
- Training of Project Champions (HR & Finance Coordinators)
- Training of Users.

MARCH :

- Training of Project Champions & Users (ongoing)
- User Acceptance Test
- Workshop with Project Champions of 40 pioneer Ministries/Departments
- Running of *Basic Core HR & Payroll Modules* in “**soft go-live**” environment
(40 Ministries/Departments involved in PR 4)

APRIL - MAY :

- Training of Project Champions & Users (ongoing)
- Parallel Runs of Payroll
- Development of the *Core HR, Self Service, Learning Management & Performance Management* modules.

JUNE :

- Deployment of the *Core HR, Self Service, Learning Management & Performance Management* modules.

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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