



Republic of Mauritius

HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM



My HRMIS Companion

Basic HR

&

Payroll

NOVEMBER 2017

Ministry of Civil Service and Administrative Reforms
... for a professional public service committed to excellence

A graphic illustration of four hands, each wearing a business suit sleeve, shaking hands in a circle. The hands are rendered in a white line-art style against a dark grey background. The text is positioned to the right of the hands.

*This HRMIS Companion guides
users through the
Basic HR and Payroll Modules*

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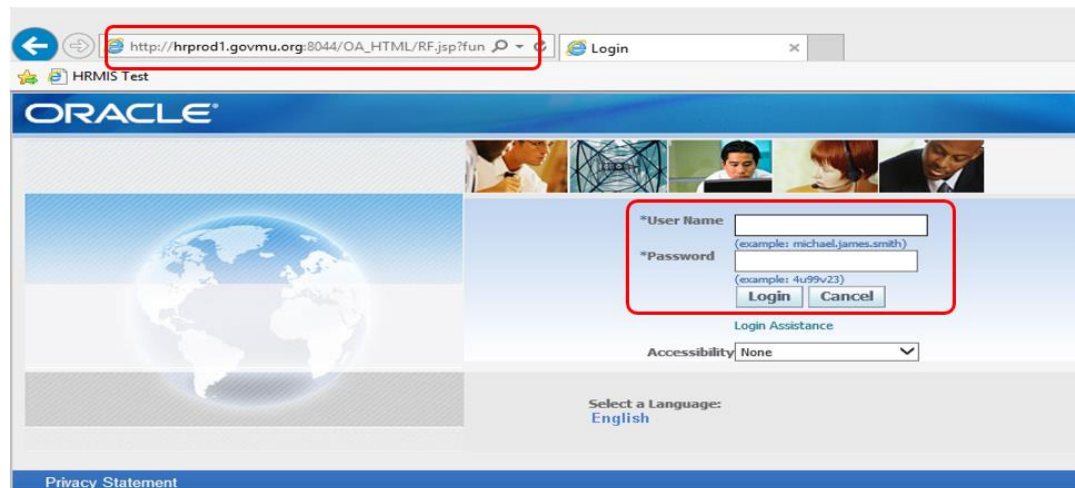
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1.0 LOGGING INTO ORACLE

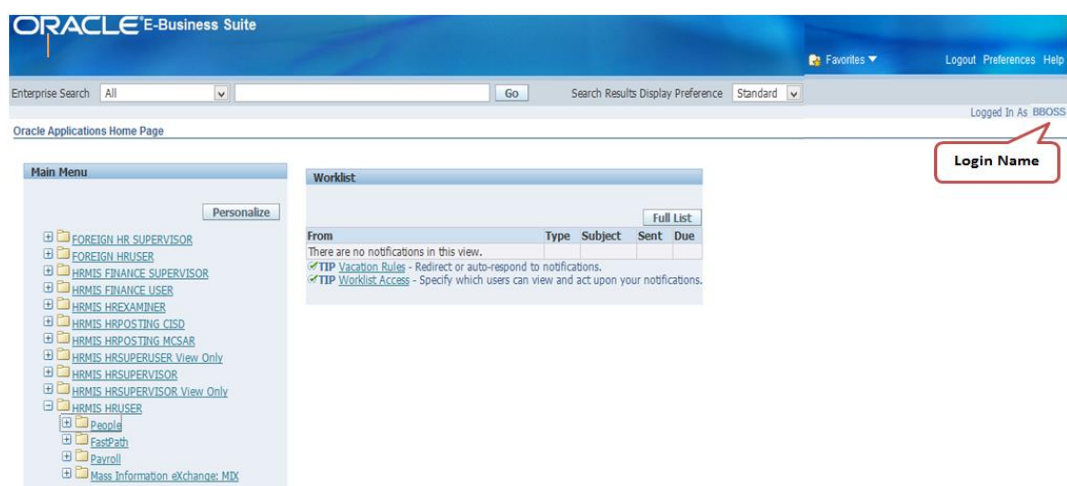
The HRMIS Application can be accessed securely via Oracle with a username and password.

1.1 THE LOGIN SCREEN



1. On the Desktop, click on **Internet Explorer** or **Mozilla Firefox** (as advised by IT Unit)
2. Enter the HRMIS URL
3. Save URL in Favourites link and/or create shortcut on Desktop to access the HRMIS quickly
4. Enter **Username** and **password**
5. Click on 'Login'

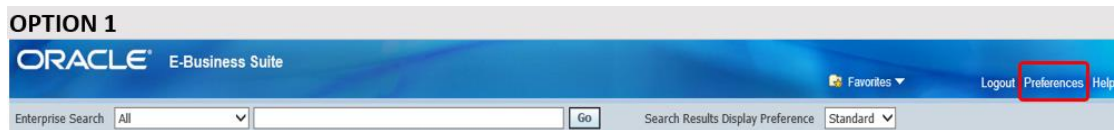
Upon login, the E-Business Oracle Suite will open.



Note:

- ALWAYS log out when you are not using HRMIS & NEVER leave your PC unattended.
- After you log in into HRMIS for the first time, change your Password.
 - Strong Password: min 8 characters (*lower & upper case, numbers, special characters e.g @, _*)

1.2 CHANGING PASSWORD



On the Header, click on **Preferences**

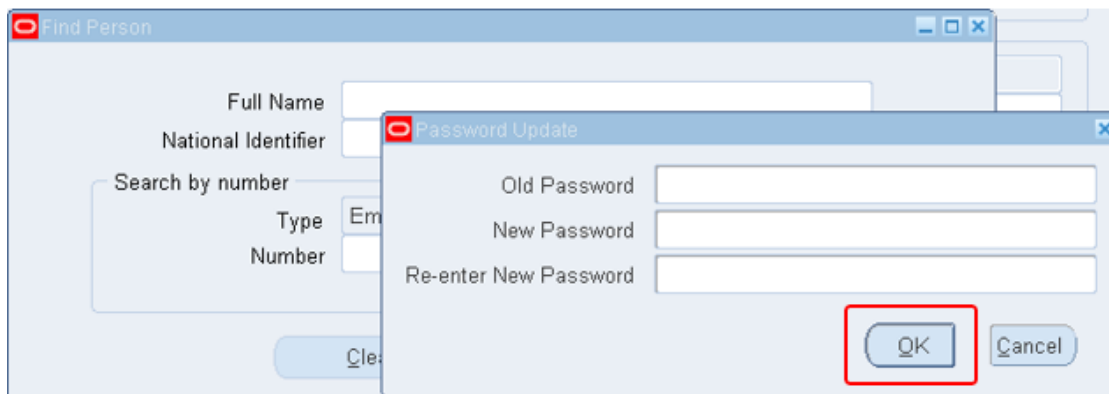
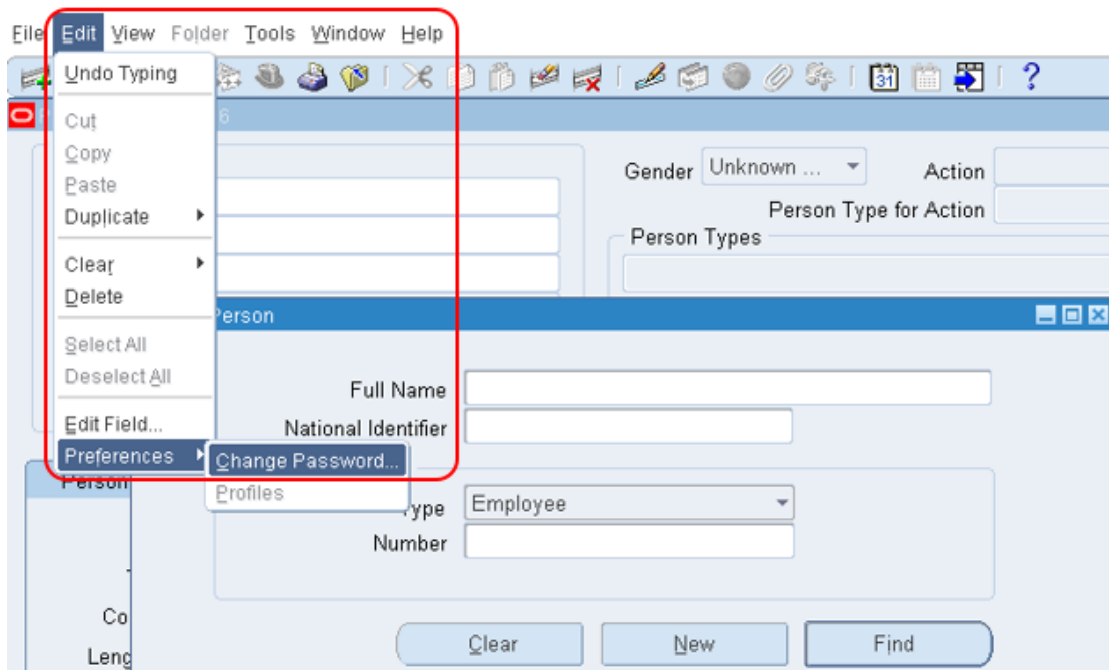
The General Preferences window will open.

 This screenshot shows the 'General Preferences' window in Oracle E-Business Suite. The 'Change Password' section is highlighted with a red border. It contains four input fields: 'Known As', 'Old Password', 'New Password', and 'Repeat Password'. Below these fields is a tip: 'TIP Please enter your old and new passwords. Passwords are case sensitive.' The 'Apply' button at the bottom right of the 'Change Password' section is also highlighted with a red box. Other sections visible include 'Languages' (Current and Default Application Language set to American English), 'Accessibility' (Accessibility Features set to None), 'Regional' (Territory set to United States, Date Format set to dd-MMM-yyyy (06-Oct-2017), Timezone, Number Format set to 10,000.00, Currency, and Client Character Encoding set to Western European (Windows)), 'Start Page' (Responsibility and Page dropdowns), and 'Notifications' (Email Style set to Disabled).

1. Fill in the Change Password details.
2. Click on **'Apply'** at the bottom-right corner of the Screen.

OPTION 2

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN

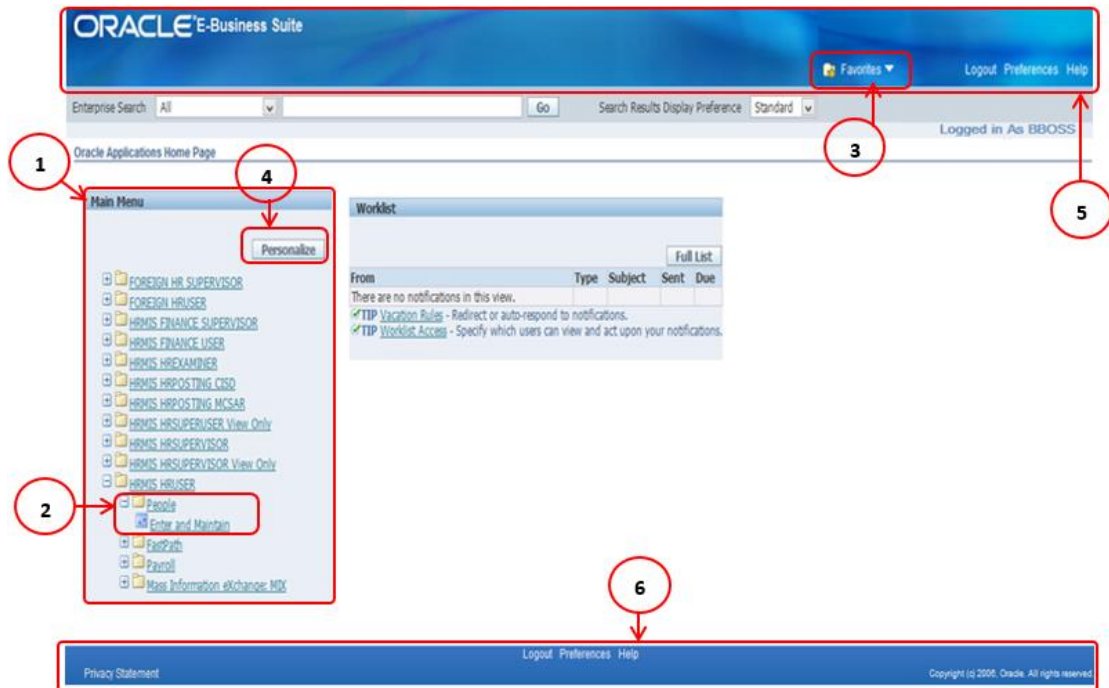


1. Click on EDIT → PREFERENCES → CHANGE PASSWORD
2. After the Password Update Tab appears, input the Password details.
3. Click on 'OK'

Note:

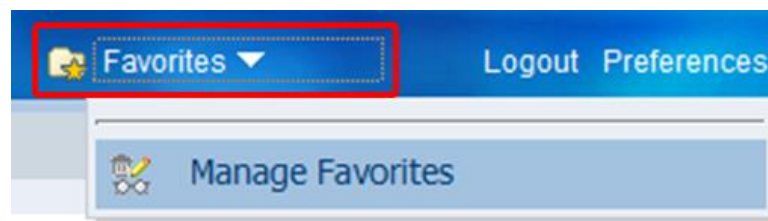
NEVER share your Password as the HRMIS has an embedded audit trail which monitors user actions.

1.3 E-BUSINESS HOME PAGE

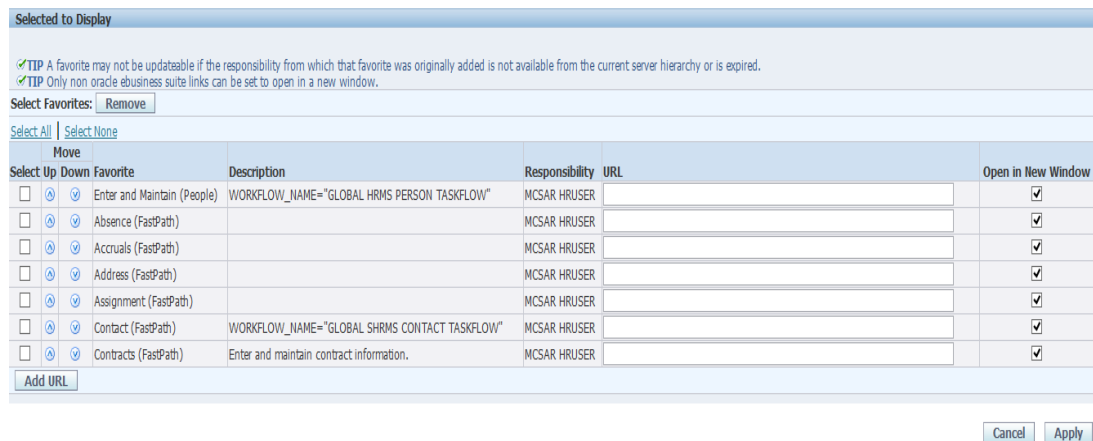


The E-Business Suite Home page is the entry point to Oracle E-Business Suite.

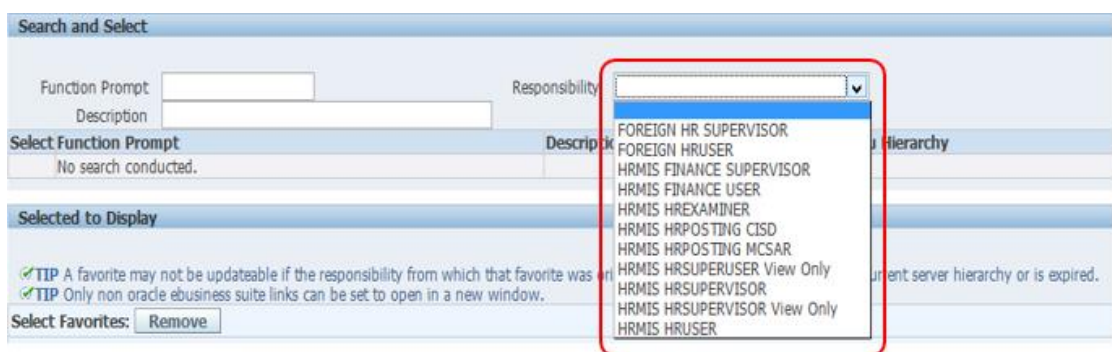
- **Main Menu**
 - Access main responsibility
 - Provides a list of responsibilities that the user has access to depending his/her role
- **Sub Menu**
 - Access functions within the responsibility under Main Menu
 - The list changes as the user chooses a responsibility
- **Favorites**



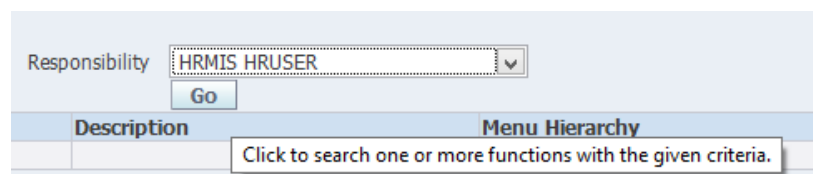
1. On clicking **Favorites** on the Header, '*Manage Favorites*' will appear



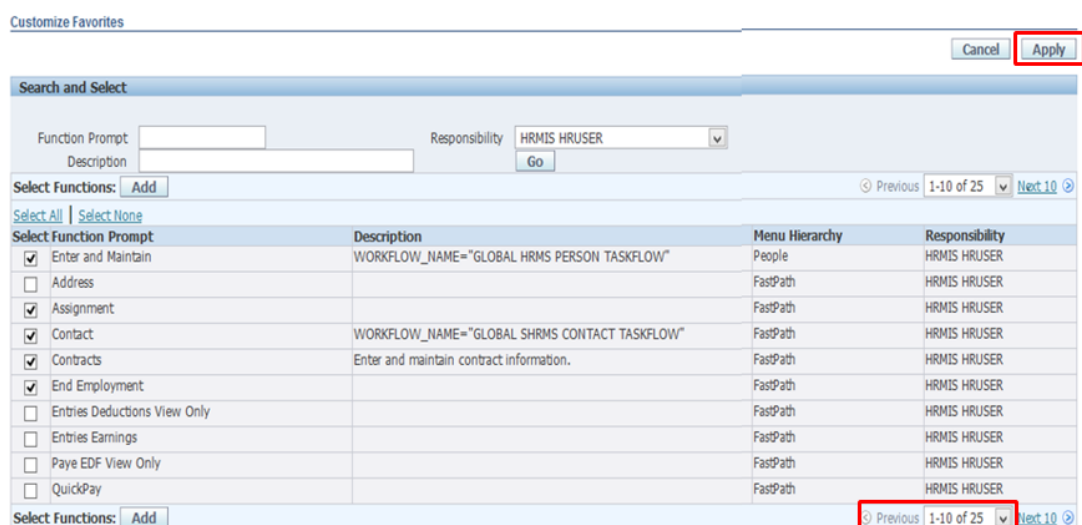
2. Upon clicking on **Manage Favorites**, the Customise Favorites Screen will open



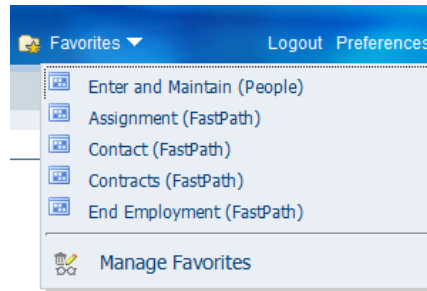
3. On clicking 'Responsibility', a drop-down list of "roles" available on system will appear



4. Select the appropriate Role of User (Example above "HRMIS HRUSER") and click 'Go'



5. Tick the appropriate checkboxes
6. Click on **'Add'**, and then **'Apply'**



7. On clicking Favorites, the selected functions will appear (as per above example)

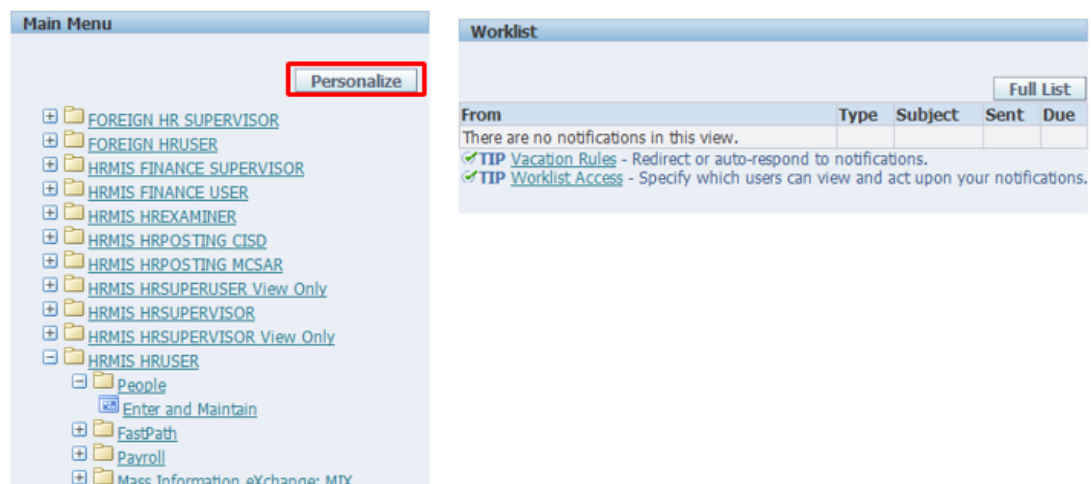
Note:

- All the functions assigned to the HRMIS HR USER Responsibility will appear.
- 25 functions have been allocated to the HRMIS HR USER Responsibility.
- This list of functions can be customized. Appropriate functions can be ticked, according to tasks that will be performed by specific HRMIS HR Users.
- Additional functions can also be added and removed accordingly depending on the tasks to be performed by the Users.

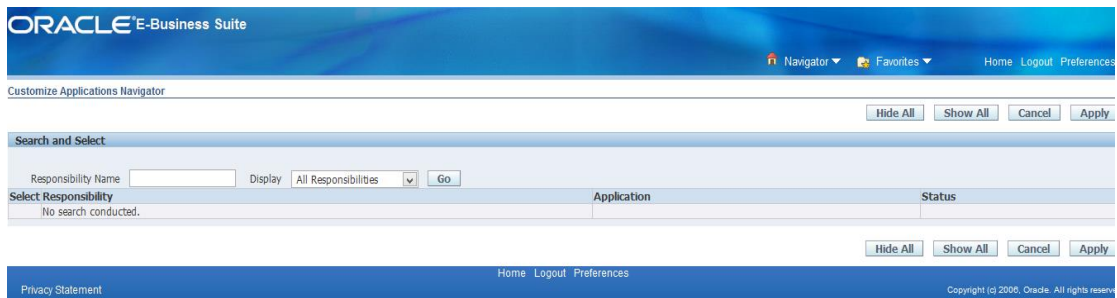
- **Personalize**

User can view the Responsibilities allocated to his/her role.

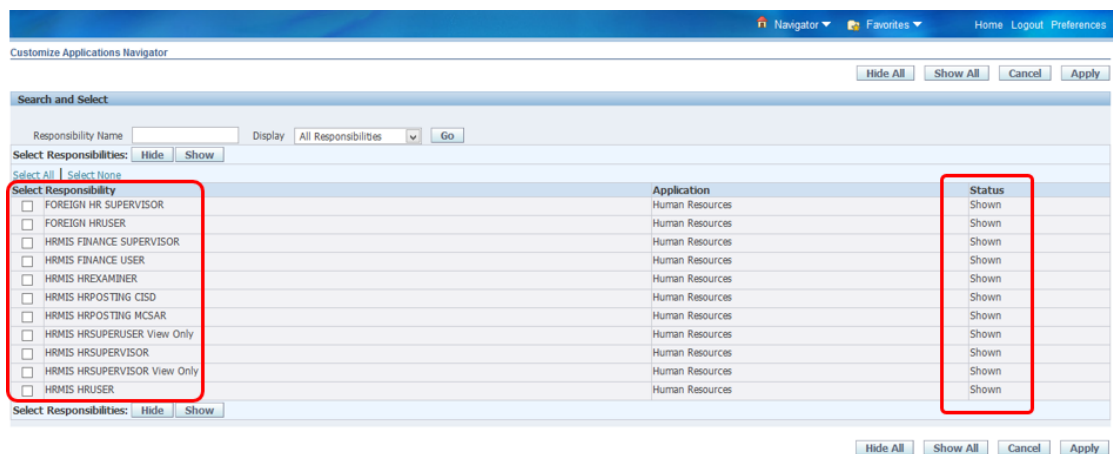
Oracle Applications Home Page



1. Click on **'Personalize'** Button and the following screen will open

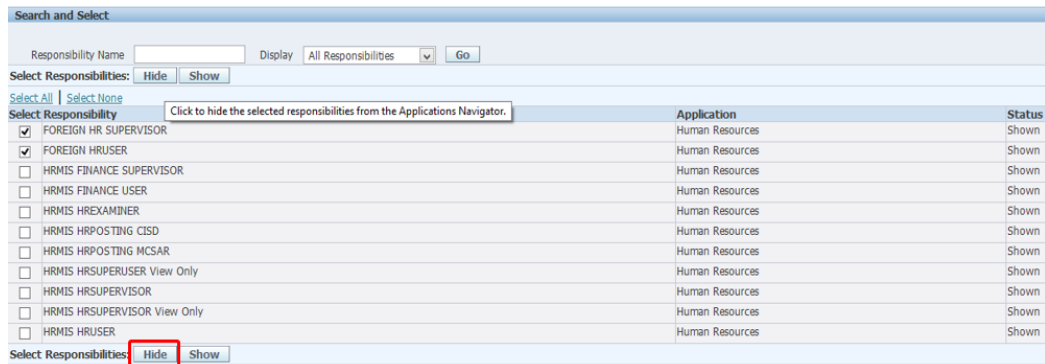


For the field, 'Display', there are 3 options as shown in above snapshot.



2. Under field, 'Display', select "All Responsibilities"
3. Click on 'Go'
4. As shown in above example, all Responsibilities and status will be displayed.

i. Hide Responsibility



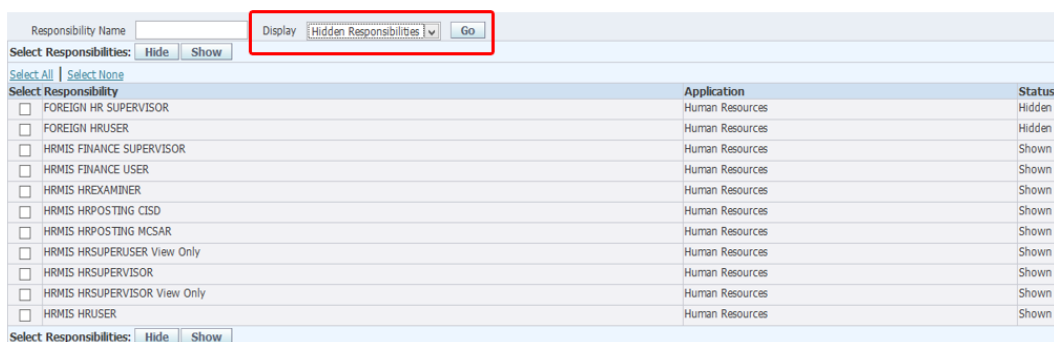
To hide responsibilities which will not appear under Main Menu in Home Page

1. Tick Checkboxes for responsibility to be hidden
2. Click on 'Hide' Button



Status of Responsibilities is updated accordingly as shown under Status.

ii. Viewing Hidden Responsibilities



1. Choose "Hidden Responsibilities"
2. Click on 'Go'

The hidden responsibilities are shown in snapshot below.

Search and Select

Responsibility Name: Display: Hidden Responsibilities

Select Responsibilities:

[Select All](#) | [Select None](#)

Select Responsibility	Application	Status
<input type="checkbox"/> FOREIGN HR SUPERVISOR	Human Resources	Hidden
<input type="checkbox"/> FOREIGN HRUSER	Human Resources	Hidden

iii. Unhide/Show Hidden Responsibility

Customize Applications Navigator

Search and Select

Responsibility Name: Display: All Responsibilities

Select Responsibilities:

[Select All](#) | [Select None](#)

Select Responsibility	Application	Status
<input checked="" type="checkbox"/> FOREIGN HR SUPERVISOR	Human Resources	Hidden
<input checked="" type="checkbox"/> FOREIGN HRUSER	Human Resources	Hidden
<input type="checkbox"/> HRMIS FINANCE SUPERVISOR	Human Resources	Shown
<input type="checkbox"/> HRMIS FINANCE USER	Human Resources	Shown
<input type="checkbox"/> HRMIS HREXAMINER	Human Resources	Shown
<input type="checkbox"/> HRMIS HRPOSTING CISD	Human Resources	Shown
<input type="checkbox"/> HRMIS HRPOSTING MCSAR	Human Resources	Shown
<input type="checkbox"/> HRMIS HRSUPERUSER View Only	Human Resources	Shown
<input type="checkbox"/> HRMIS HRSUPERVISOR	Human Resources	Shown
<input type="checkbox"/> HRMIS HRSUPERVISOR View Only	Human Resources	Shown
<input type="checkbox"/> HRMIS HRUSER	Human Resources	Shown

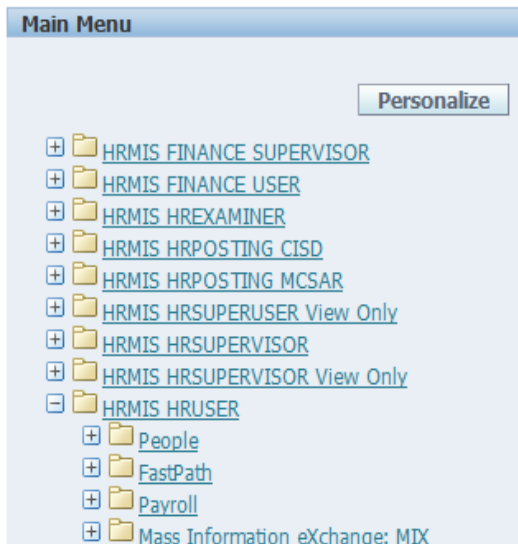
Select Responsibilities:

1. To unhide the hidden Responsibility on Main Menu in Home Page
2. Tick the checkboxes for hidden responsibilities
3. Click on **'Show'** Button
4. Click on **'Apply'** Button to save the changes

iv. Viewing Responsibilities on Home Page - Main Menu

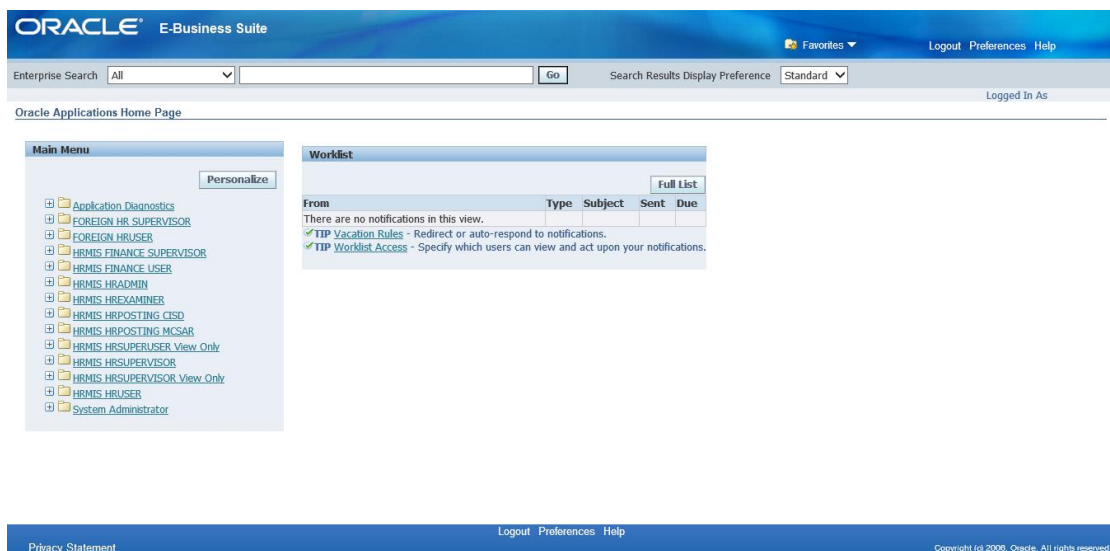
(Hidden Responsibilities)

(Shown Responsibilities)



1.4 CORE NAVIGATION

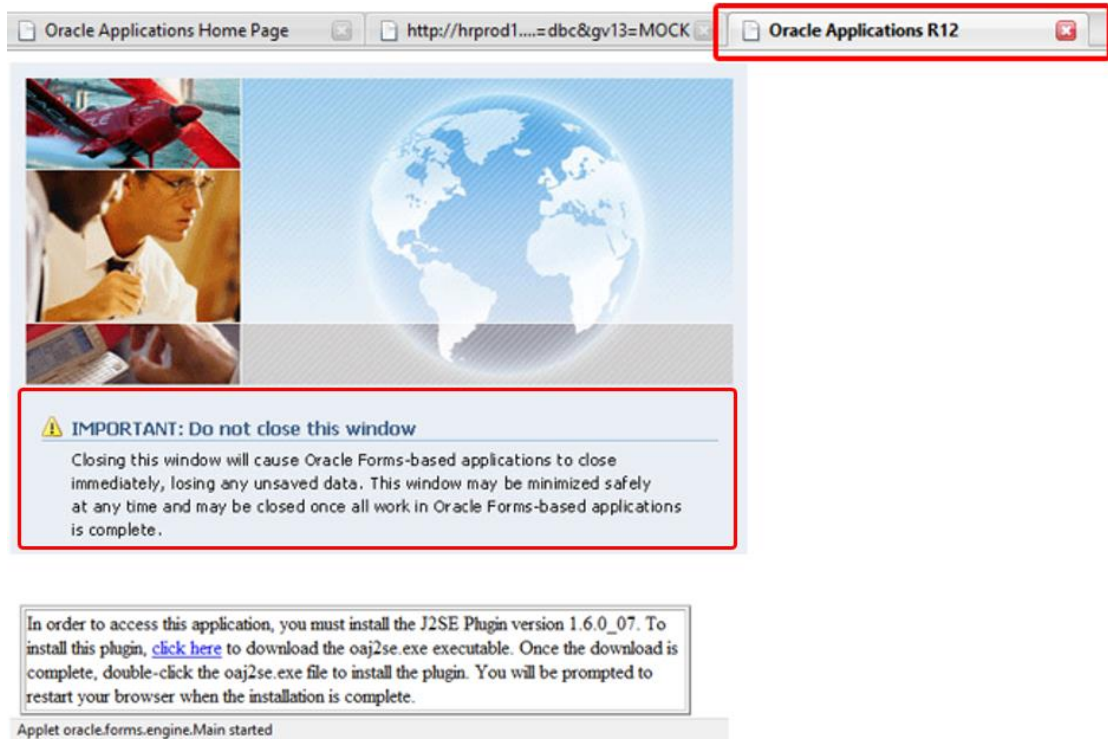
1.4.1 CORE HR



In Main Menu on Home Page

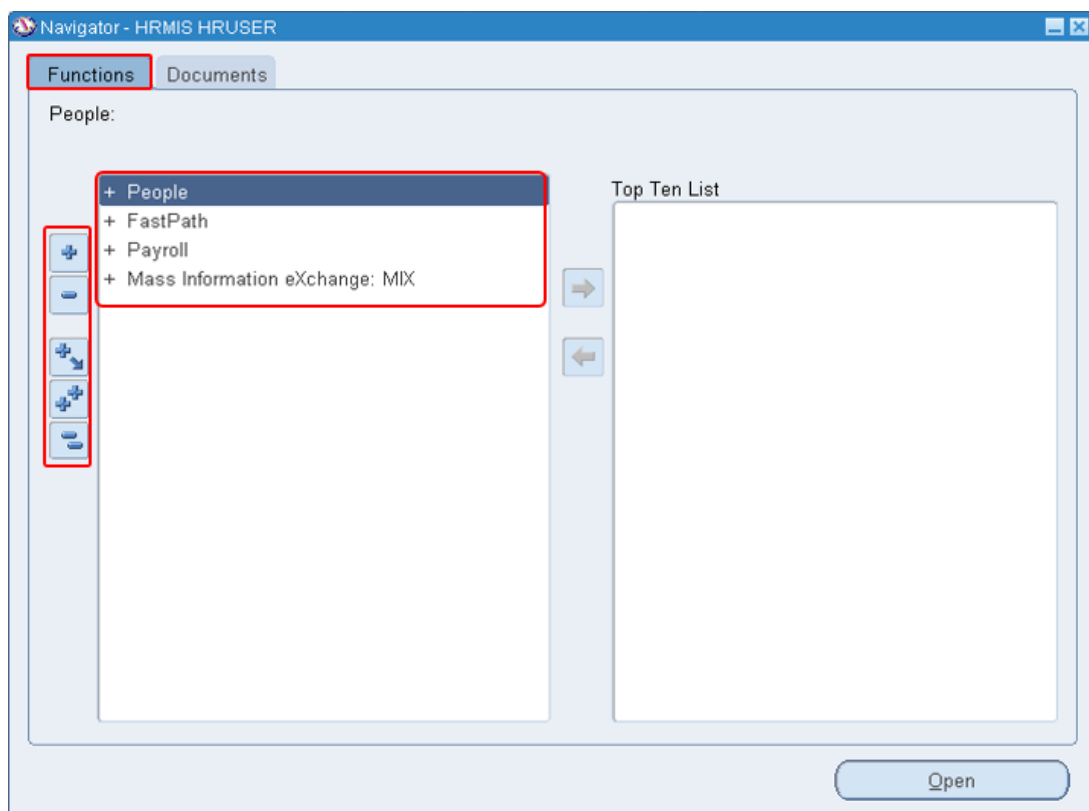
1. Click on HRMIS HRUSER (depending on role of User)
2. Click on PEOPLE → ENTER AND MAINTAIN

Upon clicking on the above path, the following window will open.








1.4.2 THE NAVIGATOR

Upon clicking on the path, PEOPLE → ENTER AND MAINTAIN, the Navigator window will open.



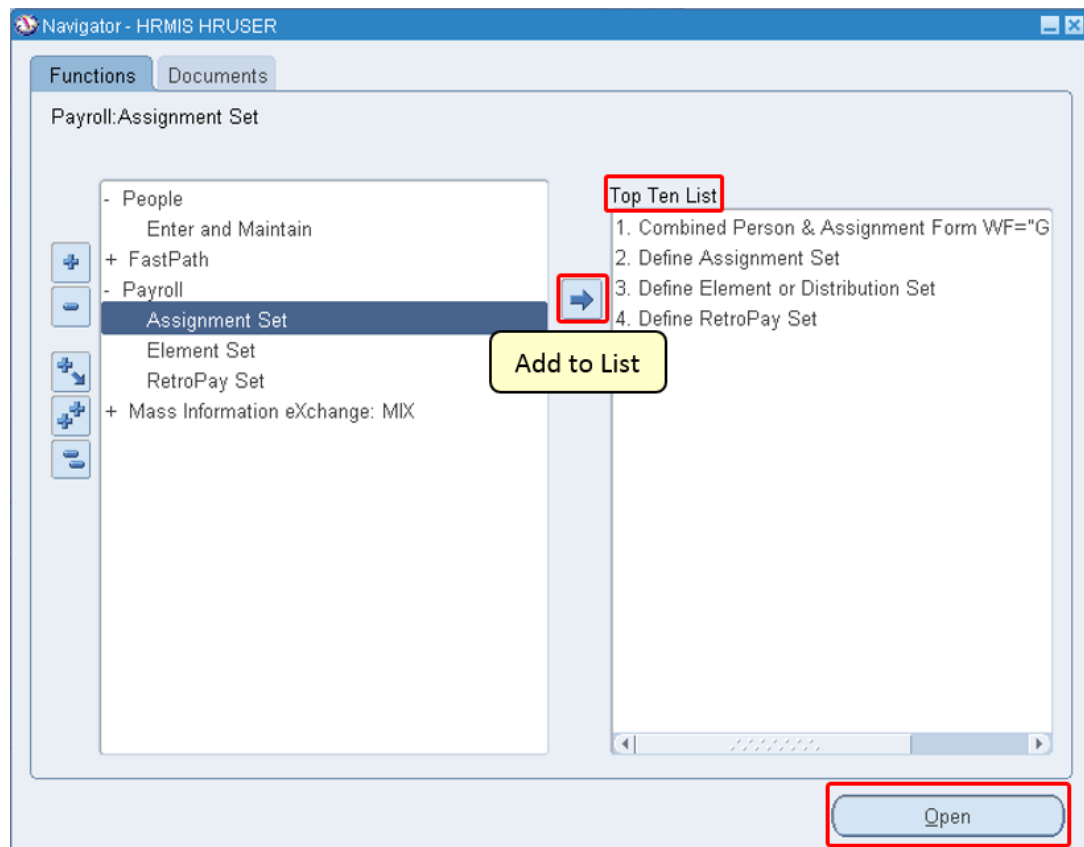
Menu items in the function list can be manipulated as follows:


Button	Action	Description
	Expand	Expands the submenu
	Collapse	Collapses the expanded submenu
	Expand Tree	Expands all submenus for the selected submenu
	Expand All	Expands all submenus
	Collapse All	Collapses all submenus

1.4.2.1 TOP TEN LIST

Users can add up a maximum of 10 functions in the Top Ten List.

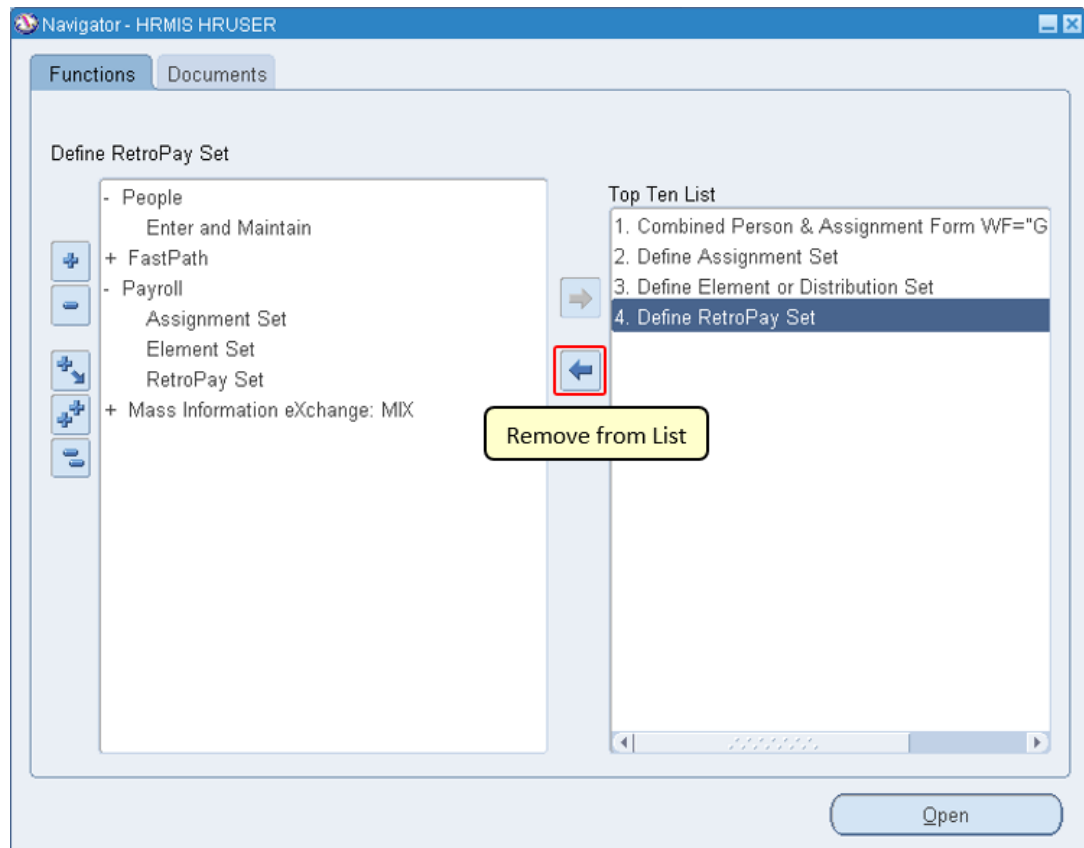
- **Adding functions to Top Ten list**




1. Select the function
2. Click on the 'Add to List' Button 

To open a form, double click on the menu (i.e. *Description*) or select it and click 'Open'

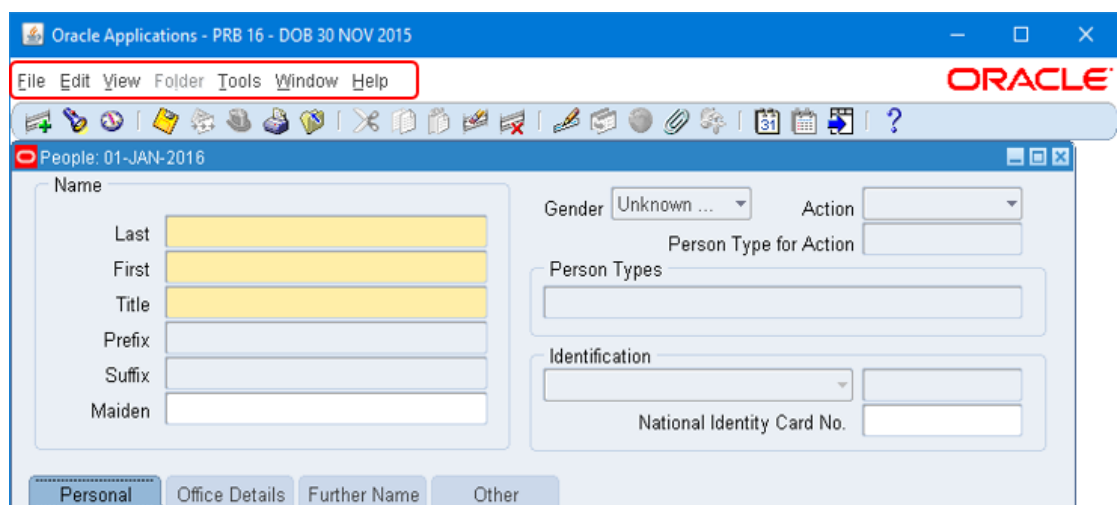
- **Removing functions from Top Ten List**



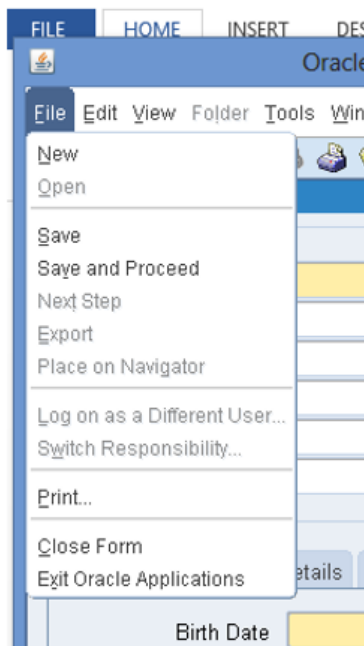
1. Select the function
2. Click on 'Remove from List' Button 

1.4.3 MAIN SCREEN

1.4.3.1 DROPDOWN MENUS



File menu



New : Creates a new record on the form

Open: Opens form

Save: Saves work to database

Save and Proceed: Saves changes of current record and proceed to next record

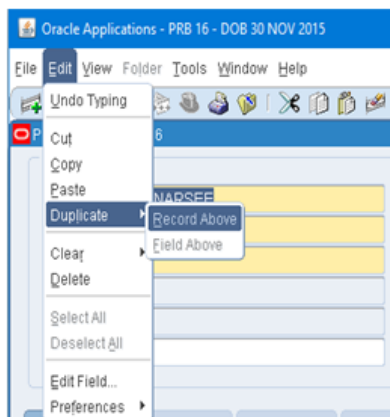
Switch responsibility: Change to another responsibility

Print: Print current form

Close form: Close current form

Exit Oracle Applications: Exit the whole application

Edit menu



Undo Typing: Undo typing

Cut: Cut text from field

Copy: Copy text from field

Paste: Paste text into field

Duplicate Record/Field Above: Duplicate record or field above the current record/field

Clear: clear the record/field/block or form

Delete: Delete record

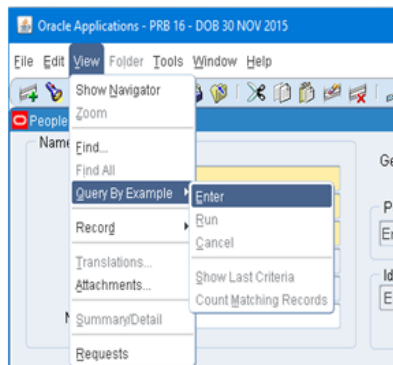
Select all

Deselect all

Edit field: Opens a small window to edit text of the field

Preferences: User can change their password.

View menu



Show Navigator : Shows Navigator

Zoom: Zooms content

Find: Brings the *FIND* window

Find: the *FIND* window, it search for all records

Query by Example

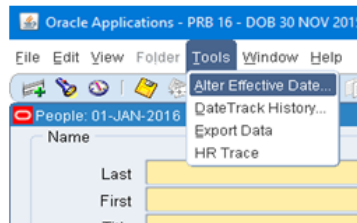
Enter	The form changes in "Query mode" and user enters search criteria in fields to search.
Run	Run query with or without search criteria. The form will display all matching records
Cancel	returns to normal form mode
<i>Show Last criteria</i>	
Count Matching Records	After entering search criteria and before running the query, this options shows how many records will be extracted matching the search criteria

Record: Navigate to first or last record

Translation: If available, translates the text

Requests: Run a request. Chapter 4

Tools menu



Alter Effective date:

Opens a new window from which users can alter effective date.



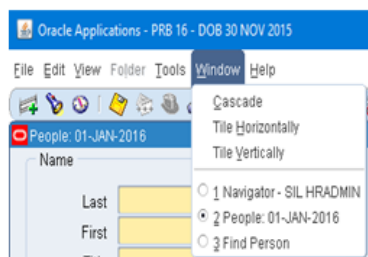
Date Track History:

Shows changes history of that record.



Export Data: Exports current form data to a file

Window menu



Cascade:

Arrange opened window on top of each other

Tile Horizontally:

Arrange window one next to the other horizontally.

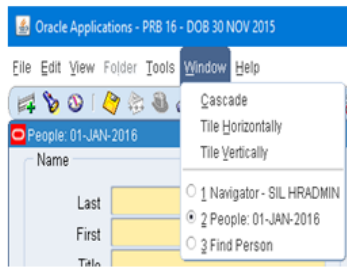
Tile Vertically:

Arrange window one next to the other Vertically.

Section below the separator:

Tick on an opened window to view it.

Help menu



Window Help:

Opens a help window of the current form

Oracle Application Library:

Opens a help window of how to get help.

Keyboard help:

Opens a window with all keyboard shortcut supported in Oracle applications

Diagnostics: For system administrator only

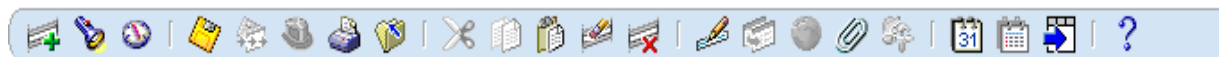
Record history: displays details about the record.



i.e.

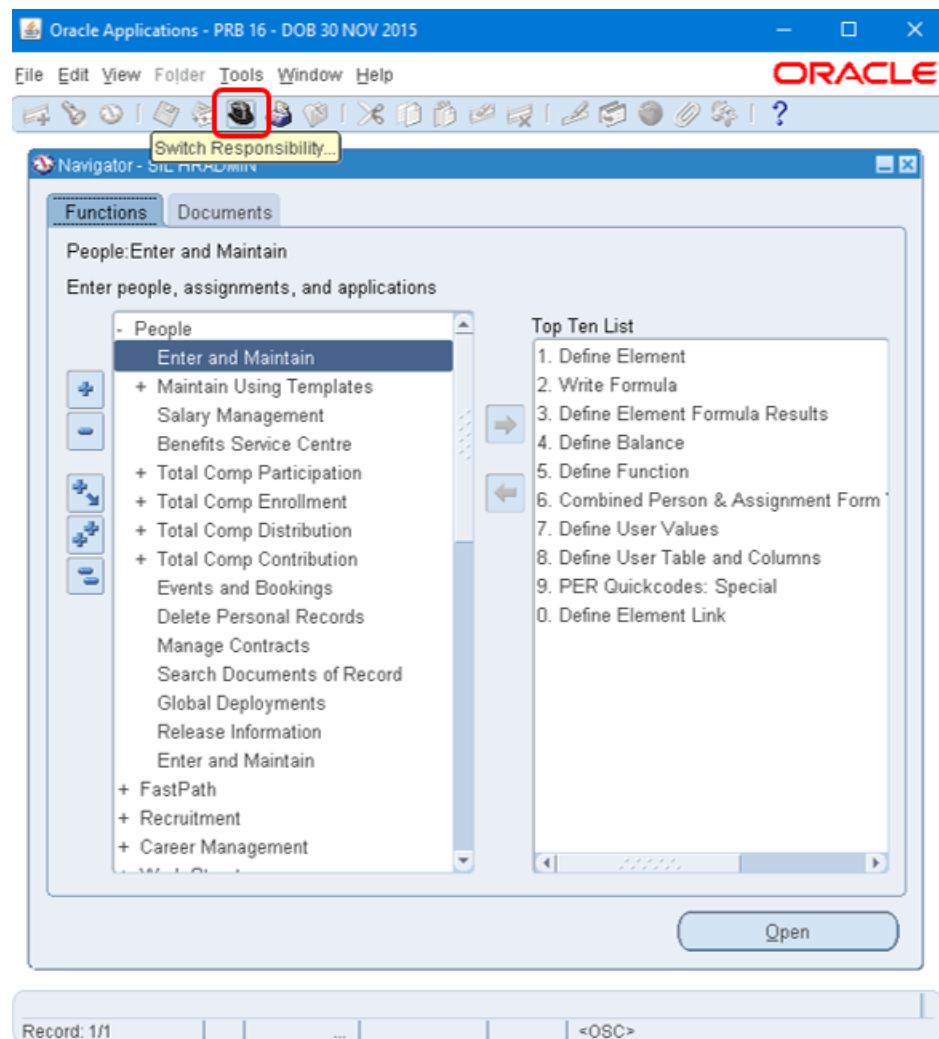
About Oracle Applications: Displays information about oracle application

1.4.3.2 ICONS (TOOLBAR)

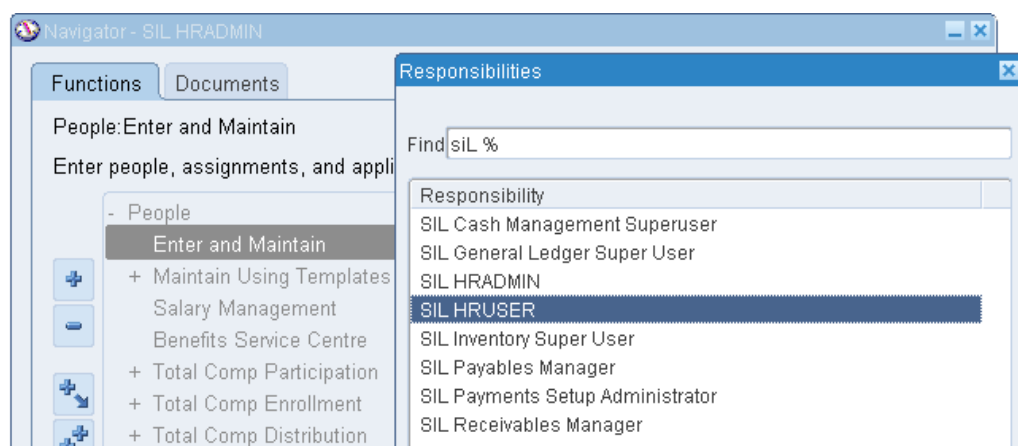


Button	Action	Description
	Insert	Inserts a new record
	Find	Brings the search window
	Show Navigator	Shows the Navigator
	Save	Saves work to database
	Next	Next step
	Switch responsibility	Change Responsibility (Only available on the navigator, main menu)
	Print	Print the current form
	Close form	Closes current form
	Cut	Cut text
	Copy	Copy text
	Paste	Paste text
	Clear	Clears selected record
	Delete	Deletes selected record
	Edit	Opens an edit window to edit text
	Zoom	Zoom
	Translation	If available, can view translation
	Attachment	Add attachment
	Folder option	
	Alter effective date	Prompts a window to alter effective date
	Date Track	Shows history of changes made to the record
	Export data	Exports current form data to a file.
	Help	Brings a help window about the form

1.4.3.3 CHANGE RESPONSIBILITY



1. Click on the '*Switch Responsibility*' icon and a list of responsibilities is displayed



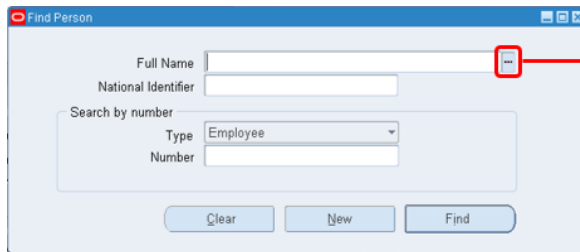
2. From the list, select the appropriate responsibility to switch to and click on '**OK**', or double-click on it.

1.4.3.4 HOTKEYS

<u>Function</u>	<u>Key</u>
Actions LOV	Shift+Ctrl+F8
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit	F4
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3
Function 4	Shift+Ctrl+F4
Function 5	Shift+Ctrl+F5
Function 6	Shift+Ctrl+F6
Function 7	Shift+Ctrl+F7
Help	Ctrl+H
Insert Record	Ctrl+Down
List of Values	Ctrl+L
List Tab Pages	F2
Next Block	Shift+PageDown
Next Field	Tab
Next Primary Key	Shift+F7
Next Record	Down
Next Set of Records	Shift+F8
Previous Block	Shift+PageUp
Previous Record	Up
Print	Ctrl+P
Prompt/Value LOV	Shift+Ctrl+F9
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	Up
Update Record	Ctrl+U

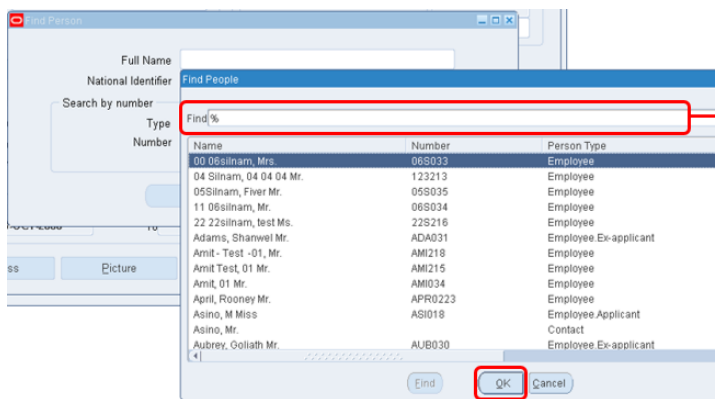
Keyboard shortcuts supported in Oracle applications

1.4.3.5 FIND PERSON



Show that Textfield has a list of value.
Click on it to open LOV.

1. Insert a name in the field, 'Full Name'.

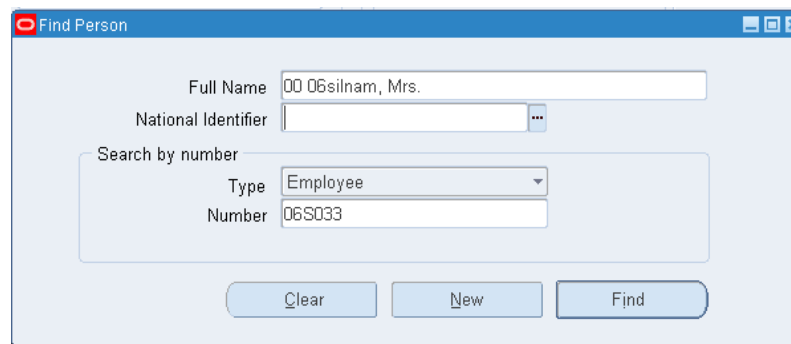


Enter search criteria and
Click on Find button.

Add '%' sign. i.e. to search for
Name "April Rooney", one can
enter "%Rooney %".

All employees with "Rooney"
in their names will be displayed

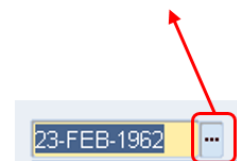
2. Select the desired name and click OK.



3. The name appears in the field, 'Full Name'

1.4.3.6 DATE FIELDS (DATE PICKER)

Click to open *Date Picker* window



Users can enter date in the above format or pick from the *date picker* window

Enter a date in a 'Date' field or select from the date picker window.

Date Picker window

Click on Up or Down arrow to navigate between Months

Click on Up or Down arrow to navigate between Years

Pick a day from the day of the month section
Click on OK

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

23-FEB-1962

OK Cancel

2.0 EFFECTIVE DATE

All important, dynamic information in HRMIS is date tracked. Examples of these dynamic information relates to people, assignments, payrolls, compensation and benefits. Thus, the appropriate effective date should be set when inputting data.

When an effective date is set, DateTrack ensures that only information effective on that day is being used for any processing, validation and reporting you carry out. For example, when creating a new employee, the effective date should be set to the **Date Joined Service**. Therefore, all initial salary, pension contribution and any other computation will be done, taking into consideration the effective date.

Note: It is important to set the appropriate Effective Date as same will have a bearing on all transactions being carried out in the System.

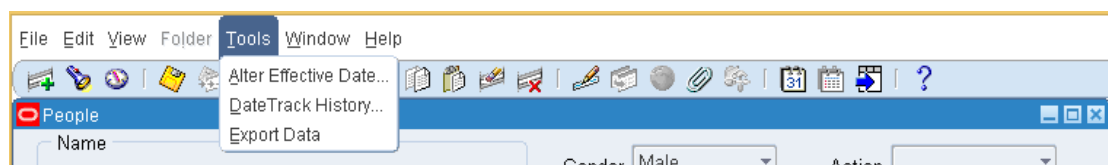
2.1 SETTING EFFECTIVE DATE

The effective date can be set in two ways:

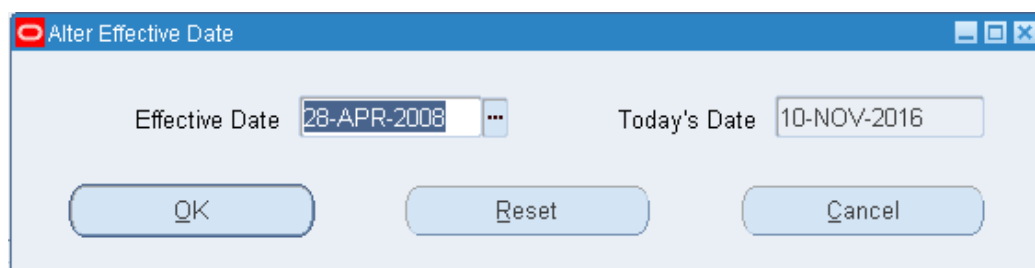


1. Click on the 'Alter effective date' icon from the Toolbar

OR



1. Click on 'Tools' and, then 'Alter Effective Date'



2. Change the Effective Date as appropriate
3. Click Ok

Note:

The date format should always be DD-MTH-YEAR, e.g. 28-APR-2008

2.2 VIEWING DATETRACKED INFORMATION AND HISTORY

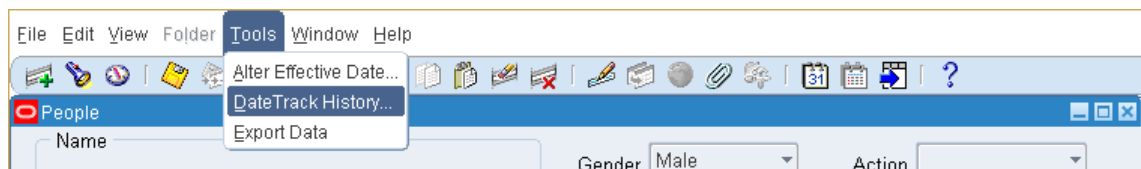
HRMIS maintains a continuous record of changes made to datetracked information.

You have **2 options** to view DateTrack History

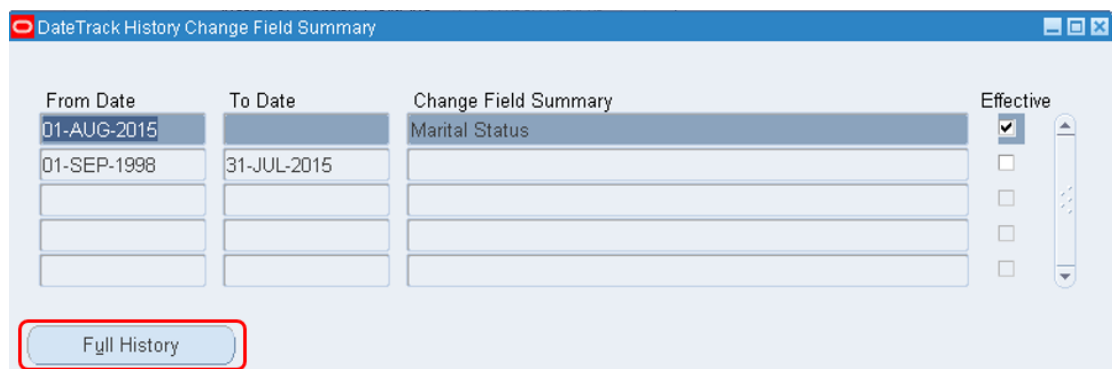


1. Click on the DateTrack History icon from the Toolbar

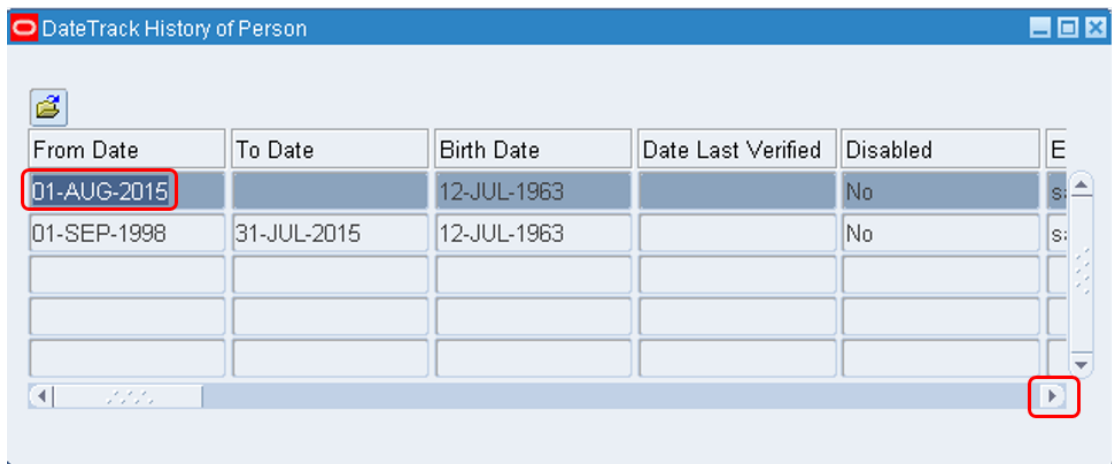
OR



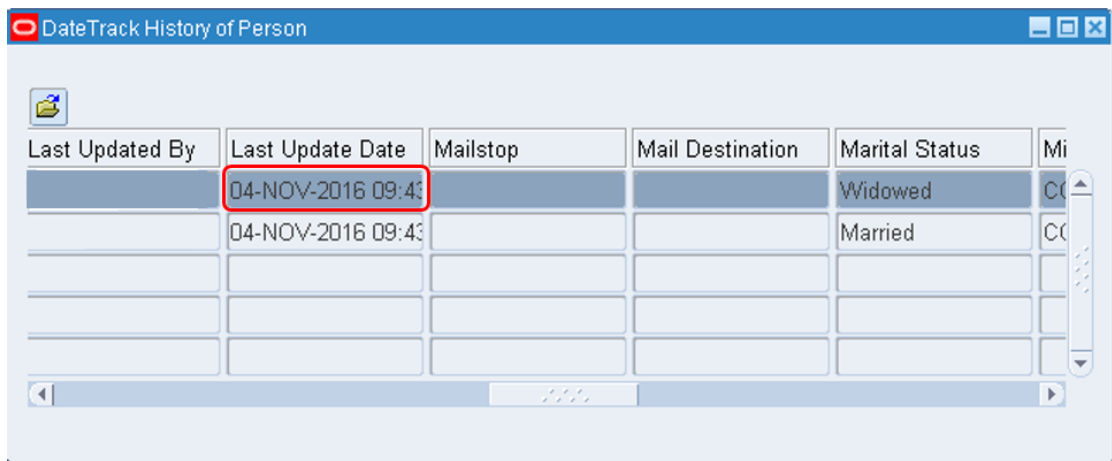
1. Click on 'Tools' and then, 'DateTrack History'



2. The screen above shows which field were changed on the "From Date"
For example, on 01-AUG-2015, the field marital status was changed
3. Click on Full History, to view the history



4. Click on the arrow or scroll bar to view more information

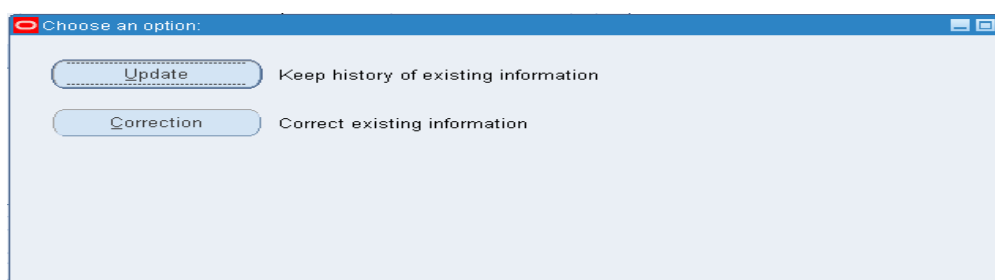


5. The above screen split in two provide the following information:

On 04 November 2016, the marital status of the employee was changed to 'Widowed' with an effective date 01 August 2015.

2.3 UPDATING AND CORRECTING DATETRACKED INFORMATION

Whenever you do changes in the system, you will be required to choose between 'Update' and 'Correction'.



'**Update**' will make changes to the record as from the effective date set and the previous information **will be kept** in the database.

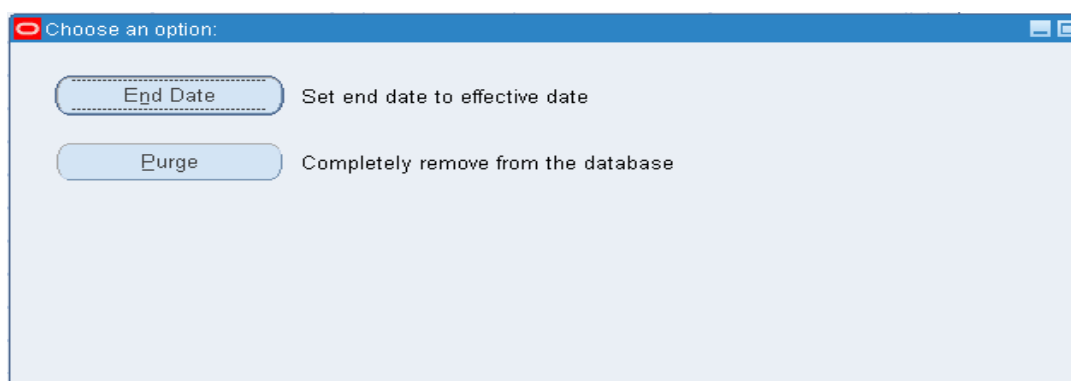
'**Correction**' **will override** the previous information with new changes made.

Note:

- DateTrack maintains record for a minimum of a day at a time and thus you cannot update a record input in the same day. You will be asked to correct existing information, overriding the existing record.
- It is important that you choose 'Update' and 'Correction' appropriately as same will have a bearing on data being kept in the database.

2.4 DELETING DATETRACKED INFORMATION

When you delete a datetracked information (in cases of wrong entry), HRMIS will ask to choose '*End Date*' or '*Purge*'



1. **End Date:** This ends the record on your effective date. When you re-query your record, the end date displays in the 'To' field. Click on '*Tools*' and then, '*DateTrack History*'
2. **Purge:** This totally removes the record from your database.

Note:

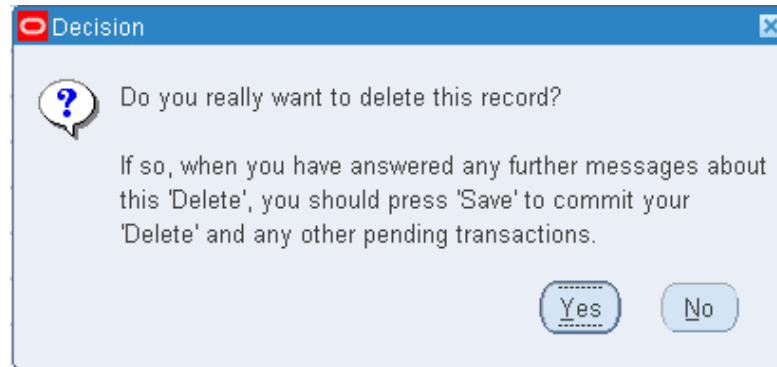
It is important that you choose 'End Date' and 'Purge' appropriately as same will have a bearing on reliability of data being kept in the database.

2.5 REMOVING END DATE

If you have mistakenly set an end date on a datetracked record, you can remove it:

1. Set your effective date to the day the record ends

2. Select the record
3. Choose Delete Record from the 'Edit' menu or the 'Delete' icon from the toolbar



4. Select 'Yes'



5. Click on 'Next' so as to remove the next change made to the records which is the end date.

Note:

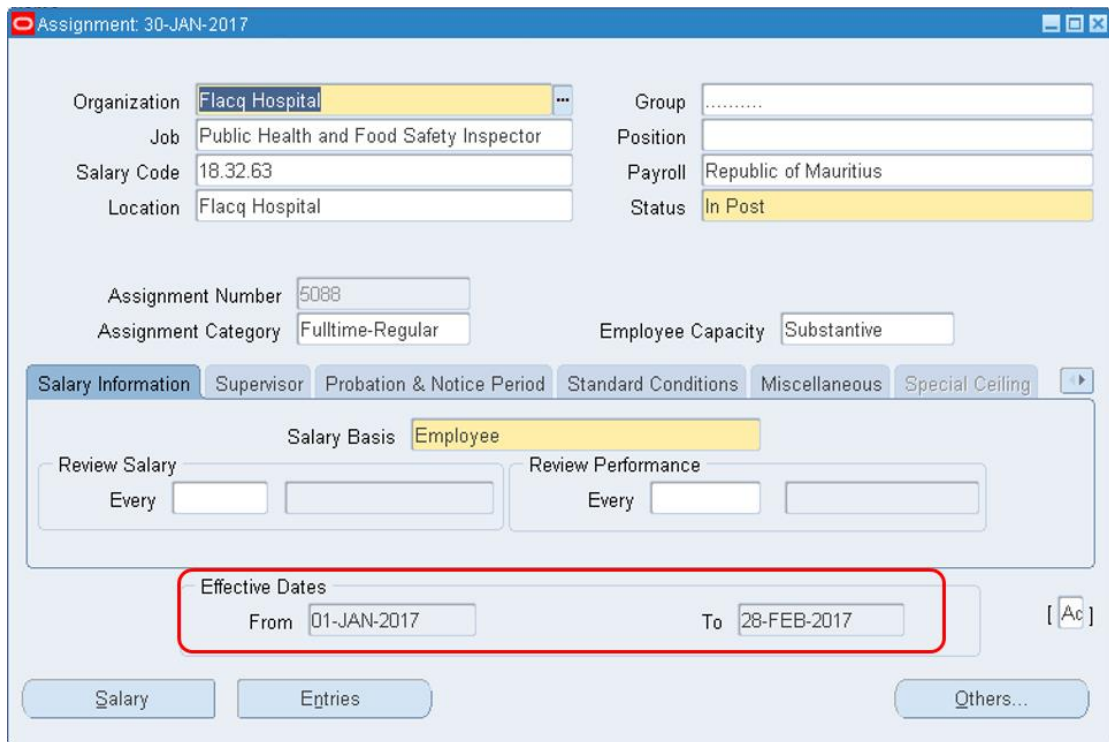
It is important that you choose 'Next', 'All' and 'Purge' appropriately as same will have a bearing on data being kept in the database.

2.6 FUTURE UPDATES

Using DateTrack, you can make future updates.

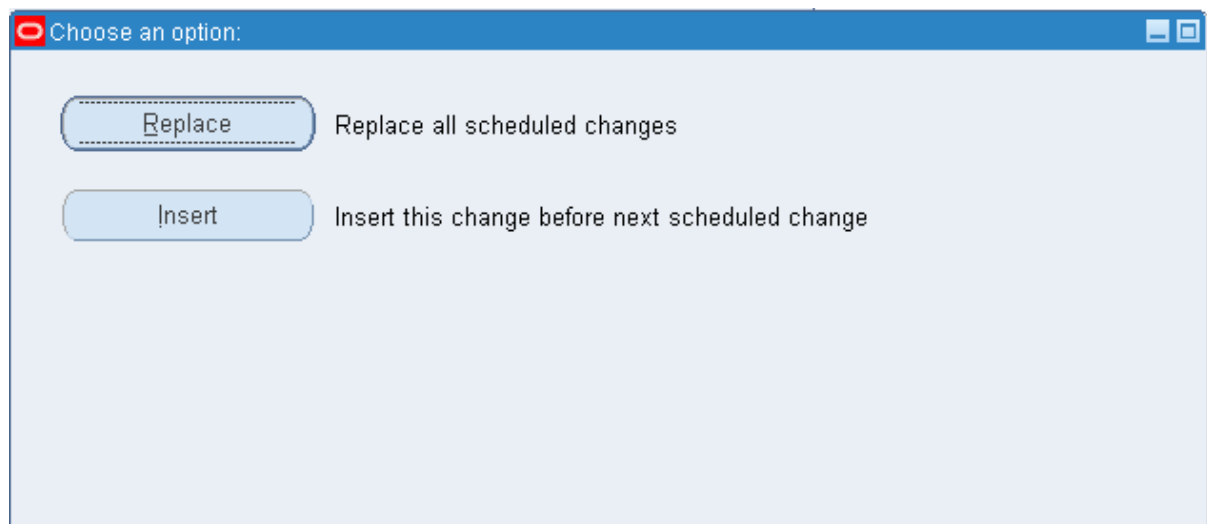
You have two options:

- Insert
- Replace



You have to record an information for 30 January 2017, when change has already been recorded for a future date, e.g.: 28 February 2017:

1. Change the effective date to 30 January 2017
2. Input information
3. Click on 'Update'



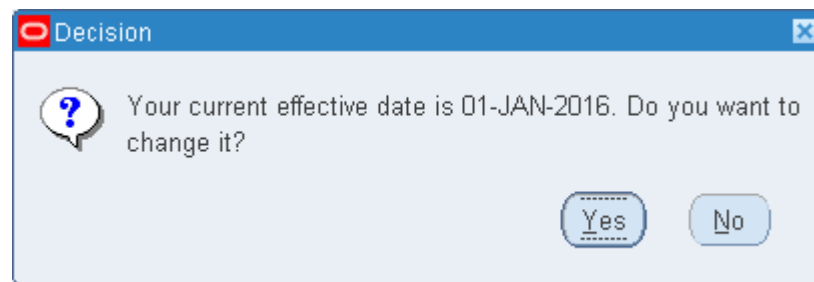
- Choose option 'Insert' which allow to insert the change between 01 January 2017 and 28 February 2017
- Choose option 'Replace' which replaces all future changes, that is all changes as from 28 February 2017

3.0 ESTABLISH EMPLOYEE (CREATE AND UPDATE RECORDS OF EMPLOYEE)

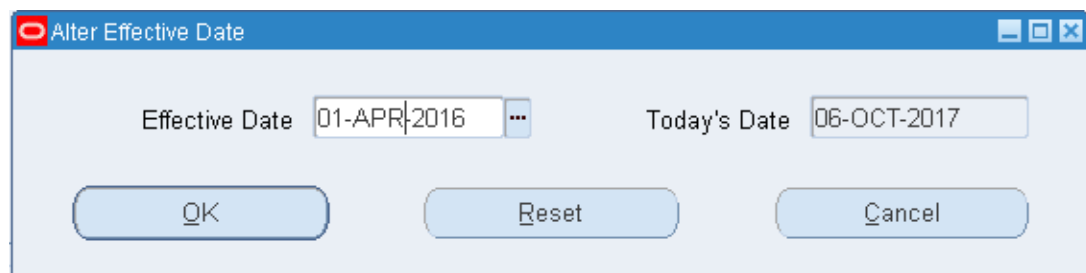
3.1 QUERY EMPLOYEE

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN

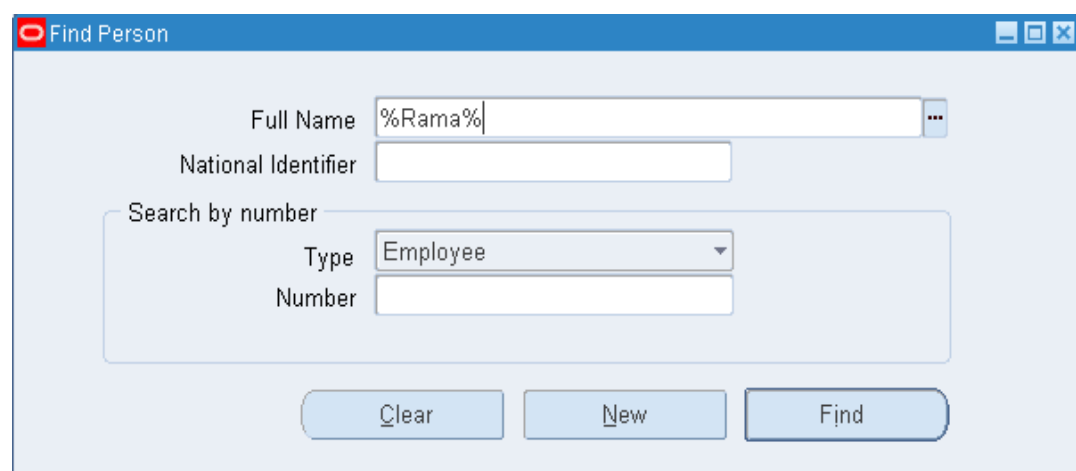
When you navigate to the People window, the **Find Person** window automatically displays in front of it. System prompts a message to change effective date.



1. Click on **'Yes'** to change effective date if the date need to be changed.



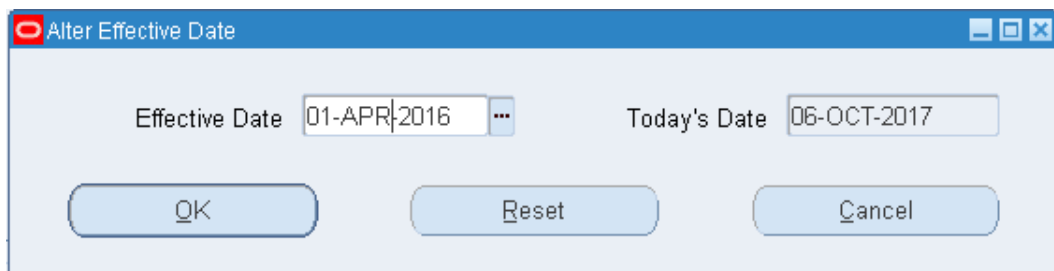
2. Change effective date as appropriate



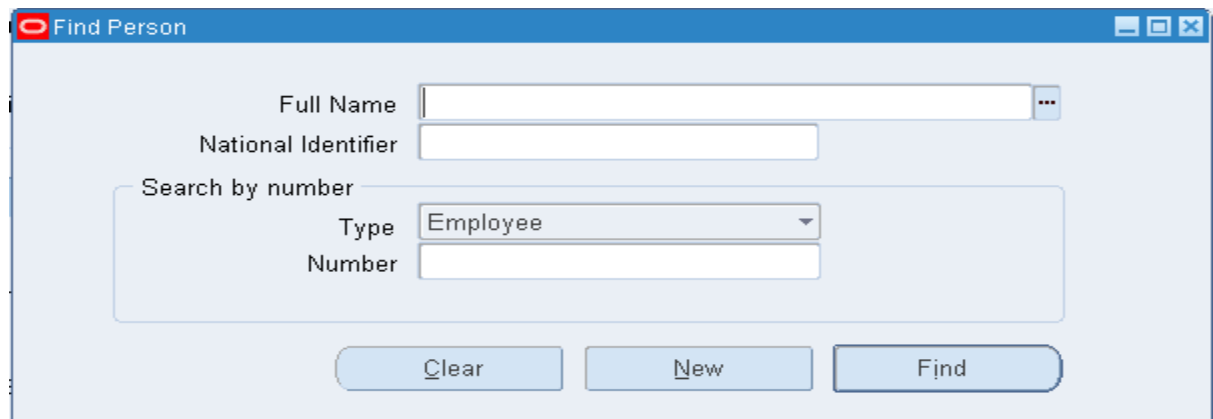
3. Query an employee by entering:
 - i. **%part of his name%** (for example: % Rama%) in 'Full name' field, or
 - ii. The **NID number** of the person in the 'National Identifier' field, or
 - iii. The **employee number** (generated in the people screen during creation of employee), in the 'Number' field.
4. Click on '**Find**'

3.2 CREATE EMPLOYEE

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → NEW



1. If the '*Find Person*' window opens, change the effective date in the Find Person screen. When creating an employee, the effective date should be the **Date Joined Service**.



2. Choose New

3. The people screen will appear completely blank.

You can also change the effective date on the people screen by selecting the calendar

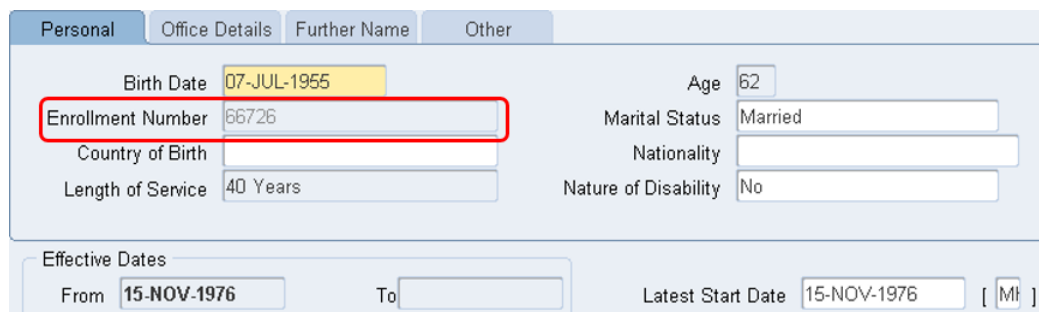
icon  and even select 'New'  on the people screen.

4. Fill in the details of the employee (the fields highlighted in yellow are mandatory fields: system will not allow to save if these fields are left blank)

5. Select Action: Create Employment and Select 'Person Type' which is "Employee"

Note:

In Live HRMIS, the field, 'Town of Birth' has been replaced by 'Enrollment Number'.



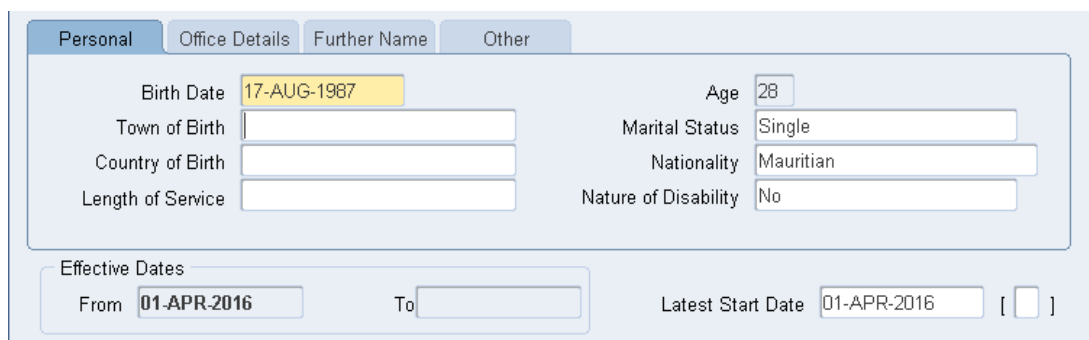
Personal	Office Details	Further Name	Other
Birth Date	07-JUL-1955	Age	62
Enrollment Number	66726	Marital Status	Married
Country of Birth		Nationality	
Length of Service	40 Years	Nature of Disability	No
Effective Dates			
From	15-NOV-1976	To	
		Latest Start Date	15-NOV-1976 [M]

The enrolment number is used for Electronic Attendance System to enroll an employee in electronic time readers. The enrolment number can be viewed only and not amended by any user.

3.2.1 DIFFERENT TABS OF THE PEOPLE SCREEN

Enter additional personal information in the different tabs of the people screen.

3.2.1.1 PERSONAL



Personal	Office Details	Further Name	Other
Birth Date	17-AUG-1987	Age	28
Town of Birth		Marital Status	Single
Country of Birth		Nationality	Mauritian
Length of Service		Nature of Disability	No
Effective Dates			
From	01-APR-2016	To	
		Latest Start Date	01-APR-2016 []

1. In the Birth Date field, enter his or her date of birth
2. In the Status field, select the person's marital status
3. Enter the birth details and the nationality
4. Specify also whether the person is registered disable
5. **Length of Service:** displays the real value of length of service which includes the break in service

3.2.1.2 OFFICE DETAILS

1. Enter the office number of the employee
2. Enter the internal location of the office
3. Enter the email address of the employee
4. In the Mail field, select Home or Office to indicate the person's preferred mail destination

3.2.1.3 FURTHER NAME

To fill in if applicable

1. Enter the appropriate distinction for the person, for e.g. G.O.S.K, C.S.K, M.S.K
2. Enter the preferred name of the person
3. Enter the person middle name

3.2.1.4 OTHERS

To fill in if applicable

1. Select the type of schedule the employee will work. 1-1-1-1-0-0 indicates that the officer schedule is from Monday to Friday while being off on weekends
2. In the Date Last Verified field, you can enter the date the person last checked this personal information for accuracy
3. Select the current status of the student
4. Enter the person’s current full time/part time availability to work with your company
5. Select the language the person prefers for correspondence. This language can differ from the person’s native language, depending on the nature of the correspondence
6. Check the Second Passport Exists check box if the person possesses multiple passports.

3.2.2 ADDITIONAL PERSONAL DETAILS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN

Click on the flexfield, square bracket [] provided to the right of the Latest Start Date field.

Additional information about the employee should be added in the Additional Personal Details:

1. The PAYE Employment Status should be set to:
 - i) **FIRST**: if it is the first job of the employee
 - ii) **CHANGE**: if the employee was working in Private sector or Parastatal bodies before joining the Public Service
2. PAYE Employment Status Date should be the same as Date Joined Service
3. Years of Service at migration: this field displays the migrated length of service
4. Break in Service: this field displays the migrated break in service
5. Click 'OK'
6. Click 'Save' on the people screen to save details on people screen

7. Information on people screen cannot be saved if the Additional Personal Details is not filled in. Once saved the **employee number** is generated at Annotation 1.

3.3 ADDRESS

3.3.1 CREATING NEW ADDRESS

3.3.1.1 PRIMARY ADDRESS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ADDRESS

1. Select a 'Country', in this case it is "Mauritius"
2. Click in the 'Address' field. A window opens with the address format for the country you select
3. Enter your address information in this window. Choose the 'OK' button. This returns you to the Address window
4. Select an 'Address type', such as "Primary Home Country Address". You can only have one address of each type at any time
5. Check 'Primary' for the address you are creating, to identify the person's main address. By default, the first address you enter is the Primary address. Only one address at any time can be a person's Primary address
6. Save your work

3.3.1.2 SECONDARY ADDRESS

Record of a secondary residential address of the employee, if applicable

The screenshot shows a software window titled "Address: 01-APR-2016(Wayne, Mrs. Mary Bill)". The window contains the following fields and options:

- Country:** A dropdown menu with "Mauritius" selected.
- Address:** A text field containing "...SSR LANE. Vacoas-Phoenix... Mauritius..".
- Details:** A section containing:
 - Type:** A dropdown menu with "Secondary Home Address" selected.
 - Primary:** An unchecked checkbox.
 - Date From:** A text field with "01-APR-2016".
 - Date To:** An empty text field followed by a calendar icon.

1. Click on 'New' icon or arrow down key on the keyboard
2. Fill in the secondary address details
3. Type: "Secondary Home Address"
4. Uncheck the 'Primary' box
5. Save

3.3.2 CHANGE ADDRESS

The screenshot shows the same software window as above, but with the following changes:

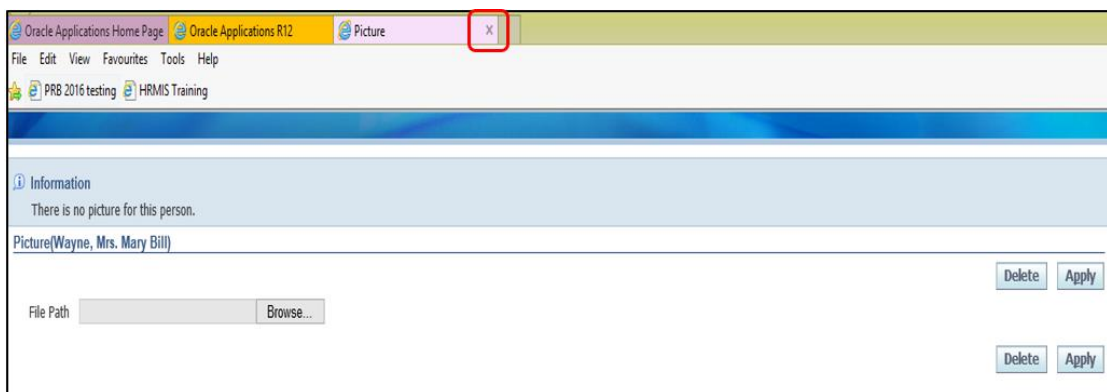
- Country:** "Mauritius" (unchanged).
- Address:** ".C13. Curie Street. Curepipe... Mauritius..".
- Details:**
 - Type:** "Primary Home Address".
 - Primary:** A checked checkbox.
 - Date From:** "01-APR-2016".
 - Date To:** "15-MAY-2016" with a calendar icon. This field is highlighted with a red box.

1. End the existing primary address, and create the new primary address starting the next day.

3.4 PICTURE

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → PEOPLE → PICTURE

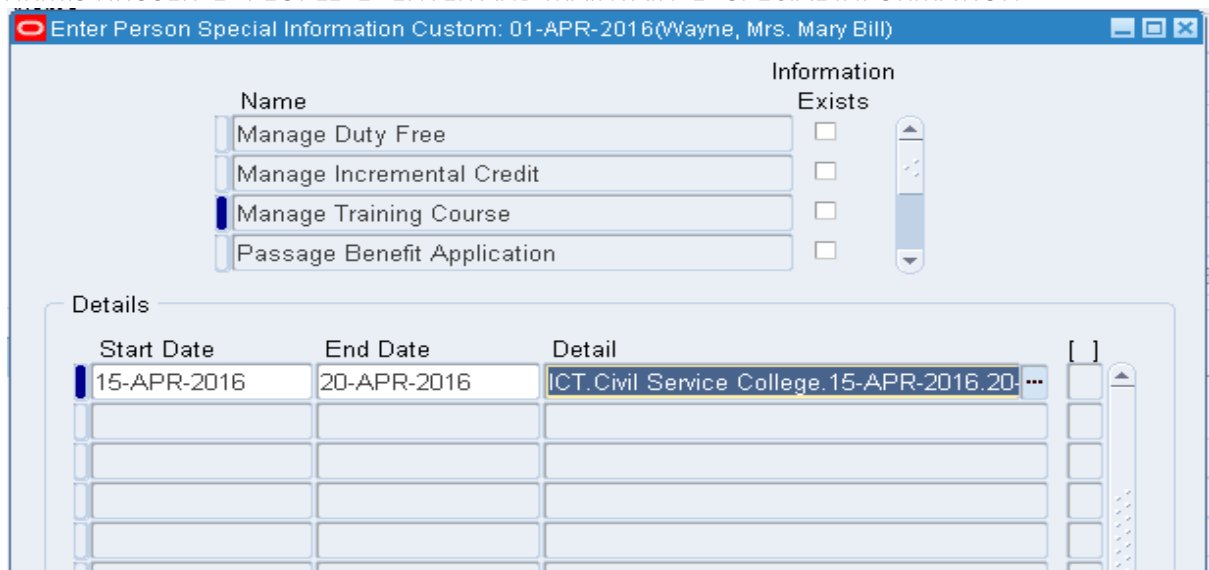
1. Once you click on the 'Picture' button, a new window will open (*in the internet browser*) which enable the user to select a picture from the Computer.



2. In the Picture window, click on '**Browse**'
3. Select the picture from the appropriate folder
4. Click on '**Apply**'
5. Once picture loaded, close the window by clicking at Picture tab, as encircled above

3.5 SPECIAL INFORMATION

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → SPECIAL INFORMATION



1. Select the appropriate field from the list
2. Click on '*Detail*'
3. Fill in the appropriate details
4. Click '**OK**'
5. Save
6. Several details can be input under one category by clicking on the next row

3.5.1 MANAGE DUTY FREE

Employee Duty free details

1. Select the type of benefits from the drop-down
2. Enter whether the employee is entitled to the benefit or not
3. Input the date officer applied for the benefit
4. Input the date the application has been approved
5. *Remarks:* Any additional information can be input
6. *No of Times Granted:* To record the number of times the benefit has been granted

3.5.2 MANAGE INCREMENTAL CREDIT

1. Select the Increment Type from the drop- down
2. The number of increment(s) given

3. The date the increment was granted
4. Any remarks, as applicable

3.5.3 MANAGE TRAINING COURSES

The screenshot shows a 'Manage Training Course' window with the following data entered:

Training Course	ICT
Training Institution	Civil Service College
Duration From	15-APR-2016
Duration To	20-APR-2016
Date of Award	
Sponsorship	
Remarks Line 1	
Remarks Line 2	

Enter the following information in the appropriate fields:

1. The course attended
2. The institution that delivered the course
3. Duration of the course: From – To
4. The name of the institution sponsoring the training
5. Remarks, if any

3.5.4 PASSAGE BENEFIT APPLICATION

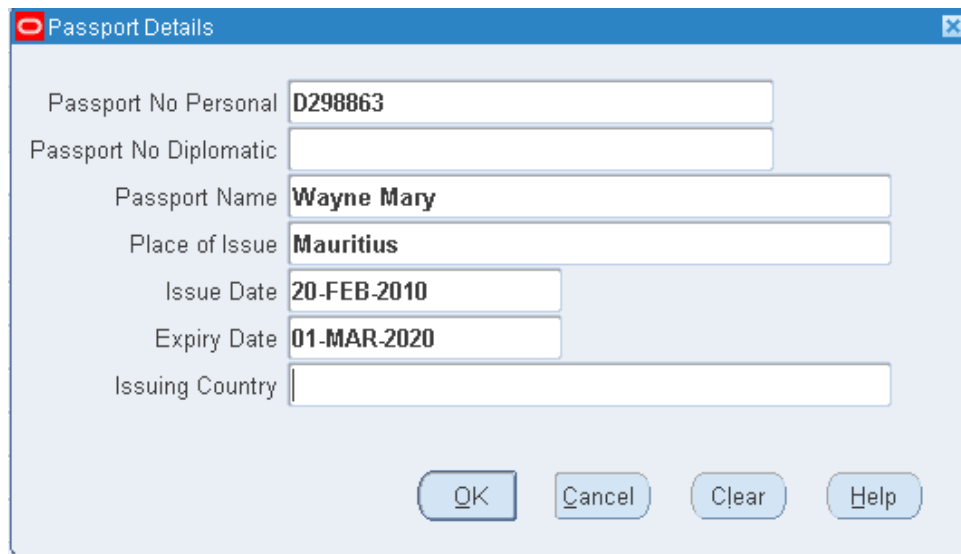
Details on passage benefit pertaining to the balance as well as cashing of the passage benefits are recorded here. However, this screen will be used after implementation of Core HR Module.

The screenshot shows a 'Passage Benefit Application' window with the following data entered:

Application Date	06-OCT-17
Passage Benefit Balance	
Latest Balance Period	
Passage Balance Eligibility	
Passage Benefit Usage	
Planned Date of Travel	
Travel Usage	
Travel Agent	
Travel Agent Bank Details	
Travel Agent Amount to be Paid	
Pocket Money Amount	
Inland Hotel Name	
Inland Hotel Bank Details	
Inland Hotel Amount to be paid	
Medical Treatment Amount	
Death - Amount Paid to Heirs	

3.5.5 PASSPORT DETAILS

The employee's passport details are recorded.



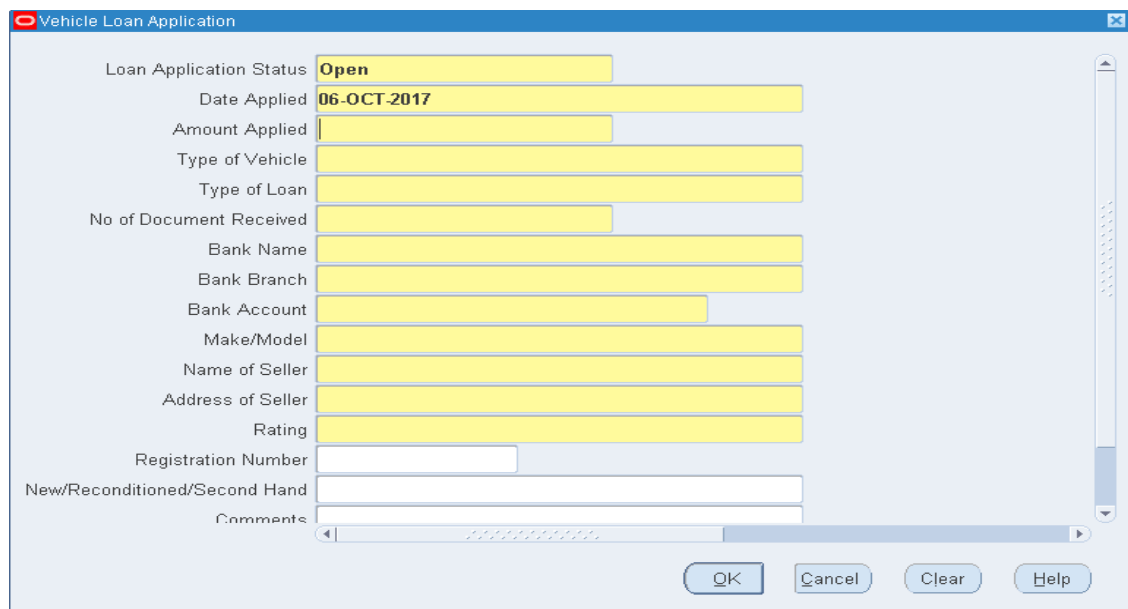
The screenshot shows a window titled "Passport Details" with the following fields and values:

Passport No Personal	D298863
Passport No Diplomatic	
Passport Name	Wayne Mary
Place of Issue	Mauritius
Issue Date	20-FEB-2010
Expiry Date	01-MAR-2020
Issuing Country	

Buttons at the bottom: OK, Cancel, Clear, Help.

3.5.6 VEHICLE LOAN APPLICATION

The details of the employee's loan application are kept and updated in this screen.



The screenshot shows a window titled "Vehicle Loan Application" with the following fields and values:

Loan Application Status	Open
Date Applied	06-OCT-2017
Amount Applied	
Type of Vehicle	
Type of Loan	
No of Document Received	
Bank Name	
Bank Branch	
Bank Account	
Make/Model	
Name of Seller	
Address of Seller	
Rating	
Registration Number	
New/Reconditioned/Second Hand	
Comments	

Buttons at the bottom: OK, Cancel, Clear, Help.

3.6 OTHERS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS

3.6.1 CONTACT DETAILS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → CONTACT

This screen will be used to record information about an employee's contacts, for example:

1. People to contact in an emergency
2. Dependents
3. Beneficiaries of benefits such as insurance policies or stock purchase plans
4. People receiving a third party payment withheld from the employee's salary, for example payment of an Alimony

Contact: 01-APR-2016(Wayne, Mrs. Mary Bill)

Name

Last: Wayne
 First: Jack
 Title: Mr.
 Prefix:
 Suffix:
 Middle:

Identification

National Identifier: B25305636693V

Personal Details

Birth Date:
 Age:
 Gender: Male

Contact Relationship

Relationship	From	Start Reason	To	End Reason
Spouse	01-APR-2016			
Emergency	01-APR-2016			

Contact's Details Extra Information

To enter a contact

1. Enter the name of a new person or select from a list of people already entered on the system
2. If you enter a new person, you can select their gender and enter their birth date
3. Optionally, select a relationship type for the contact: The person can have two relationship types
4. If this contact is the recipient of a third party payment (for example, from a court-ordered deduction), check the Payments Recipient check box
5. To designate someone as a Beneficiary, the beneficiary check box must be checked and to designate as Dependent, the dependent check box has to be checked
6. Save your work

Contact Relationship							
Primary Contact	Payments Recipient	Shared Residence	Personal Relationship	Beneficiary	Dependent	Sequence Number	Create Mirror
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

To enter addresses and Phone number for the contact, choose the 'Contact's Details' button.

Note:

For each additional contact, click on 'New' icon or press the '↓' key on the keyboard and enter the details of the contact.

3.6.2 DISABILITIES

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → DISABILITIES

When recruiting a person with disability, this screen is used to record the disability details of the person.

Disabilities: 01-APR-2016(Wayne, Mrs. Mary Bill)

Classification

Category: FTE: Status:

Reason: Incapacity: %

Causal Incident: Medical Assessment Date:

Incident Date:

Registration

ID: Organization:

Date: Expiry Date:

Further Information: []

Effective Dates From: To:

To add disability details:

1. Select the 'Category', 'Reason', 'Status'
2. FTE (Full Time Equivalent) is 1 by default

3. % Incapacity
4. Under Registration tab, input the ID, Name of the organisation to which the person is registered. The registration period is input in the Date field
5. Save

The screenshot shows the 'Disabilities' window for Wayne, Mrs. Mary Bill. The 'Classification' section includes Category (Blind), Reason (Occupational Incident), FTE (1.00), Status (Active), Incapacity (%), Causal Incident, Incident Date, and Medical Assessment Date (10-APR-2016). The 'Registration' tab is active, with fields for ID, Organization, Date, and Expiry Date. A red box highlights a flexfield icon in the 'Further Information' section. An 'Additional Disability Information' dialog box is open, showing a field for 'Amount of Compensation Offered' and buttons for OK, Cancel, Clear, and Help.

6. Click on the flexfield to fill in, if applicable, the amount of compensation offered.
7. If you opened the Medical Assessment window via the Disability window, the assessment type is Disability and cannot be changed. If the assessment type is Disability Assessment, you can only select Unfit for Work or Fit for Work. You cannot select a Disability result for a Disability Assessment (*refer to section 3.6.3 for fill in of Medical Assessments details*)

3.6.3 MEDICAL ASSESSMENTS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → MEDICAL ASSESSMENTS

The Medical Assessments window is used to record information about the medical examinations undergone by the employee.

The screenshot shows the 'Medical Assessments' window for Wayne, Mrs. Mary Bill. The 'Consultation Details' section includes Date (10-APR-2016), Result (Fit For Work), Type (Recruitment Medical), Service Provider (Dr. A. G. Jeetoo Hospital), Examiner's Name (Dr. Singh), Incident Reference, Next Consultation Date, and Incident Date. The 'Description' section has a text area. A red box highlights a flexfield icon in the 'Further Information' section.

To enter a medical assessment:

1. Enter the date on which the medical assessment was held
2. Select the type of assessment, for example, Recruitment Medical
3. Select the result of the assessment
4. Select the name of the examiner and the name of the organization that performed the assessment
5. Enter the date on which the next assessment is planned
6. Select the work incident to which this assessment is related, if any. After you choose an incident, the date on which it occurred is automatically displayed
7. You can only link an assessment to an incident if the assessment type is Occupational Assessment
8. Enter a description of the assessment
9. Save your work

10. When clicking on the flexfield of the Medical Assessment window, the additional Assessment Details window open where the amount of injury leave prescribed can be input

3.6.4 PHONES

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → PHONES

This screen enable to keep records of multiple telephone numbers of the employees.

Type	Phone Number	Dates	
		From	To
Home	6368925	01-APR-2016	
Mobile	58457821	01-APR-2016	
Work	4054100	01-APR-2016	

To enter phone numbers:

1. Select the type of telephone device from the dropdown list.
2. Enter the phone number.
3. In the field, 'From', select the start date for the telephone number.
4. In the field, 'To', we can select the date when the telephone number is no longer valid
5. Save

3.6.5 PREVIOUS NON-GOVERNMENT EMPLOYMENT

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → NON-GOVERNMENT EMPLOYMENT

The Previous Employment Information window is divided into three regions, each region recording different information about an employee's previous employment.

The three regions in the Previous Employment Information window are:

- Previous Employer
- Previous Job
- Assignment – Previous Job Mappings

The screenshot shows the 'Previous Employment Information' window for employee 01-APR-2016. It is divided into three main sections:

- Previous Employer:** Fields include Employer (SBM), Address (Royal Rd, Curepipe), Country (Mauritius), Type (Unknown), Sub Type, and Description. There is also a checkbox for 'All Assignments'.
- Previous Job:** A table with columns: Start Date, End Date, Job, Employee Category, Years, and Months.

Start Date	End Date	Job	Employee Category	Years	Months
10-MAY-2015	25-MAR-2016	Teller	Contract	0	
10-MAY-2014	09-MAY-2015	YEP	Trainee	1	
- Assignment - Previous Job Mappings:** A table with columns: Assignment, Job, Start Date, End Date, Years, and Months. It is currently empty.

To enter a previous employment details:

1. Enter the previous employer name
2. Enter an address
3. Select a country
4. Select the type of business

5. Select a subtype for the business type selected at step 4
6. Enter a description for the employer
7. Enter a start and end dates for the employee's period of employment. The dates entered automatically calculate the period of service in years, months and days.
8. All jobs related to the employer can be added in the 'Previous Job' field.
9. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields
10. Assignment-Previous Job Mappings: can be used to map the employee's current assignment with the previous job. To fill in if applicable
11. Save

Note:

To enter more than one previous non-government employment, click on 'New' icon or press the '↓' key on the keyboard and enter the details of the employment as explained above.

3.6.6 SCHOOLS AND COLLEGES ATTENDED

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → SCHOOLS AND COLLEGES ATTENDED

School or College	Start Date	End Date	Full Time
UNIVERSITY OF MAURTIUS	15-AUG-2004	30-MAY-2007	<input type="checkbox"/>
QUEEN ELIZABETH COLLEGE	15-JAN-1996	02-NOV-2003	<input type="checkbox"/>
CUREPIPE GOVERNMENT SCHOOL	08-JAN-1990	30-OCT-1995	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

To enter schools and colleges attended:

1. Select the name of the school or college that the person attended
2. Enter the dates of the attendance. You must enter a Start date but you can leave the End date blank (if the attendance is ongoing)
3. If attendance is full time at the school or college, check the Full Time box
4. Continue to enter schools or colleges, if required, and then save your changes

3.6.7 QUALIFICATIONS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → QUALIFICATIONS

Qualifications: 01-APR-2016

Type: Certificates
 Title: Higher School Certificate
 Status: Complete
 Grade: Pass
 Establishment: QUEEN ELIZABETH COLLEGE
 Comments:
 Awarding Body: University of Cambridge
 Start Date: 15-JAN-2002
 End Date: 02-NOV-2003
 Awarded Date: 08-FEB-2004
 Projected Completion Date:
 Group Ranking:

Further Information []

License | Tuition | Training | Professional Membership | Qualifications Framework Details

License Number
 Restrictions
 Expiry Date

Subject Details

Subject	Status	Start Date	End Date	Major	Grade	Further Information
Accounting	Complete	15-JAN-2002	02-NOV-2003	<input checked="" type="checkbox"/>	B	[]
Mathematics	Complete	15-JAN-2002	02-NOV-2003	<input checked="" type="checkbox"/>	A	[]
French	Complete	15-JAN-2002	02-NOV-2003	<input type="checkbox"/>	b	[]

To enter qualifications:

1. Select the type of qualification the employee possesses
2. Enter the title of the qualification
3. Select the status of the qualification, for example, whether it is ongoing or completed
4. Enter the grade mentioned in the qualification, if applicable
5. Select the establishment where the employee studied to acquire the qualification
6. Enter the awarding body which bestowed the qualification
7. Enter the dates between which the qualification is gained. You must enter a Start date but you can leave the End date blank (if the qualification is still incomplete)
8. Enter the date the qualification was awarded
9. Enter the projected completion date, if relevant
10. Enter the ranked position within the class, if relevant
11. Enter any comments, for example, what percentage of the award was course work or examination, if you want
12. Save

Note:

If information about the institutions is not recorded in the 'Schools/ Colleges Attended' field, then you will not be able to fill the establishment field

Subject Details				Major	Grade	Further Information
Subject	Status	Start Date	End Date			[]
Accounting	Complete	15-JAN-2002	02-NOV-2003	<input checked="" type="checkbox"/>	B	
Mathematics	Complete	15-JAN-2002	02-NOV-2003	<input checked="" type="checkbox"/>	A	
French	Complete	15-JAN-2002	02-NOV-2003	<input type="checkbox"/>	b	

To enter subject details:

1. Enter the first subject the qualification comprises
2. Select the status at which the subject is awarded, for example, whether the subject is ongoing
3. Enter the dates between which the subject is studied. You must enter a Start date but you can leave the End date blank (if the subject is still incomplete)
4. If the subject forms a major part of the qualification, check the Major box.
5. Enter the grade at which the subject is studied, if you want
6. Continue to enter further subjects until you have entered them all for the qualification, then save your changes

How to enter license details:

License	Tuition	Training	Professional Membership	Qualifications Framework Details
License Number <input type="text"/>				
Restrictions <input type="text"/>				
Expiry Date <input type="text"/> ...				


1. Click on License
2. Input the License Number, Restrictions and expiry date, if any

How to enter tuition fees for reimbursement:

License	Tuition	Training	Professional Membership	Qualifications Framework Details
Fee <input type="text"/>		Fee Currency <input type="text"/>		
Tuition Method <input type="text"/>				
Reimbursement Arrangements <input type="text"/>				

1. Enter the amount and select the currency to reimburse the person
2. Select the method of tuition, for example, day release

3. Enter the method of reimbursement, for example, bank transfer to be paid when qualification is awarded
4. Save your changes

How to enter training details:

The screenshot shows a web interface with five tabs: License, Tuition, Training, Professional Membership, and Qualifications Framework Details. The 'Training' tab is selected. Below the tabs are three input fields: 'Completed Amount' (a small text box), 'Total Amount' (a small text box), and 'Training Completed Units' (a long text box).

1. Enter the amount of training completed
2. Enter the total amount of training required to deliver the qualification
3. Enter the units in which the training is measured, for example, days

How to enter Professional Membership details:

The screenshot shows a web interface with five tabs: License, Tuition, Training, Professional Membership, and Qualifications Framework Details. The 'Professional Membership' tab is selected. Below the tabs are four input fields: 'Professional Body Name' (a text box with a dropdown arrow), 'Membership Number' (a text box), 'Membership Category' (a text box), and 'Subscription Payment Method' (a text box).

1. Enter the Professional Body Name
2. Enter the membership number
3. Enter the membership category

3.6.8 WORK INCIDENTS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → WORK INCIDENTS

Work Incidents: 01-APR-2016(Wayne, Mrs. Mary Bill)

Incident

Incident Ref: INC_001
 Incident Date: 15-MAY-2016
 Incident Type: Fall, collapse of subjects, ma
 Activity: At Work
 Related Incident Ref:
 Incident Time:
 Notification Date:
 Occurred Over Time:

Description | Reporting | Official Notifications | Medical Details | Other

Activity at Time of Work: Working
 Objects/Substances Involved: Water
 Days Away From Work:
 Days Restricted Work or Transfer:
 Hazard:
 Location:
 Description:
 Further Information: [...]
 Medical Assessments

Enter information about the incident:

1. Enter a unique reference number for this incident
2. Enter the date on which the incident occurred
3. If the incident occurred over time, enter the date on which the incident was identified or reported
4. Select the type of incident that occurred
5. Enter the time at which the incident occurred, if known
6. Check the check box if the incident occurred over a period of time
7. Select the circumstances of the incident in the Activity field. For example, you can specify if the incident occurred 'en route to work'
8. Enter the date on which the incident was reported

Enter more detail in the Description tab about the incident

The screenshot shows the 'Description' tab of an incident reporting form. It contains the following fields:

- Activity at Time of Work: Working
- Objects/Substances Involved: Water
- Days Away From Work: [Empty]
- Days Restricted Work or Transfer: [Empty]
- Hazard: [Empty]
- Location: [Empty]
- Description: [Large text area]
- Further Information: [Text field]

1. Activity at Time of work
2. Objects/substances involved
3. Days away from work
4. Days restricted work
5. Select the main cause of the incident in the Hazard field
6. Enter the location of this incident, for example, if the incident occurred in the workplace, identify the room and building
7. Enter a further description of the incident, if required

Enter more detail in the Reporting tab about the incident

The screenshot shows the 'Reporting' tab of an incident reporting form. It contains the following fields:

- Reported By: [Dropdown menu]
- Report Date: 15-MAY-2016
- Report Method: E-Mail
- Report Time: [Text field]
- Reported To: HR department
- Witness Details: [Text area]
- Completed by Person Details**
 - Name: [Text field]
 - Title: [Text field]
 - Phone: [Text field]
- Further Information: [Text field]

1. Select the name of the person who reported this incident. You can only select a person who is on the system and who is in the same Business Group
2. Select the method used to report this incident, for example, by email
3. Enter the date and time when the incident was reported. This cannot be earlier than the date and time recorded for the incident
4. Enter the organization to whom the incident was reported
5. Enter contact details for anyone who witnessed the incident

Enter more detail in the Official Notifications tab about the incident

The screenshot shows the 'Official Notifications' tab in the HRMIS system. It contains the following fields:

- Health and Safety:** Representative Name (text box), Date Notified (text box), Remedial Action (text area).
- Representative Body:** Organization (text box), Representative Name (text box), Date Notified (text box).
- Further Information:** A text box at the bottom with a save icon [] to its right.

1. Select the name of your organization's health and safety representative and enter the date on which they were notified of the incident
2. Describe any remedial action that was taken (or is planned) as a result of this incident
3. Select the organization and person that are the representative body for this person and enter the date on which they were notified of this incident

Enter more detail in the Medical Details tab about the incident

The screenshot shows the 'Medical Details' tab in the HRMIS system. It contains the following fields:

- Hospitalized:** Hospitalized
- Emergency Room:** Emergency Room
- Injury:** Text box
- Disease:** Text box
- Description of Injury or Disease:** Text area
- Medical Attention Received:** Medical Attention Received
- Physician:** Text box
- Hospital Details:** Text box
- Hospital Address:** Text box
- Further Information:** Text box at the bottom with a save icon [] to its right.

1. Select the type of injury and/or disease caused by the incident
2. Enter any further description of the injury or disease
3. Check the Hospitalized check box and the Intensive Care unit check box if the employee was hospitalized and was admitted to the Intensive care unit
4. Check the box if the person received medical attention as a result of this incident. Then enter the name of the physician and/or the contact details for the hospital that was consulted or that provided treatment

Enter more detail in the Other tab about the incident

1. If compensation was awarded for this incident, enter the amount. Then select the currency for the compensation amount. The Business Group's currency is shown as the default
2. Enter the date on which the compensation was given
3. Enter the job the person was doing at the time of the incident. The list is limited to jobs with effective start dates before the incident and effective end dates, if any, after the incident
4. Enter the time the worker began work on the day of the incident
5. Save your changes

Enter Additional Incident Details

Click on the flex field to add the Additional Incident Details

If you opened the Medical Assessment window via the Work Incidents window, the assessment type is Occupational Assessment and cannot be changed.

1. Select the work incident to which this assessment is related, if any. After you choose an incident, the date on which it occurred is automatically displayed
2. You can only link an assessment to an incident if the assessment type is Occupational Assessment

3.6.9 EXTRA INFORMATION

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → EXTRA INFORMATION

This screen allows to capture extra information (EIT) for the officer.

To fill in the EIT:

1. Select the 'Type' accordingly and click on 'Details' to fill in the required information
2. Click on 'OK'
3. Click on the **'Save' icon on the Extra Person Information screen to SAVE the details**

3.6.9.1 CENTRE HOSPITAL

The screenshot shows a dialog box titled "Extra Person Information". It contains the following fields and values:

- Date Start: 20-MAR-2017 00:00:00
- Date End: 30-MAR-2017 00:00:00
- Centre/Hospital: ICU

At the bottom right, there are four buttons: OK, Cancel, Clear, and Help.

This screen is applicable to officers of the Ministry of Health & Quality of Life who are paid allowance by virtue of posting and should be filled-in for these officers

Used for: Additional Duty Allowance, SAMU Allowance, Extra work Allowance, ECG Duty Allowance, Telephonist Allowance, Special Duty Allowance

3.6.9.2 INCREMENT

The screenshot shows a dialog box titled "Extra Person Information". It contains the following fields and values:

- Year: 2017
- Eligible for Increment: Yes
- Eligible for Increment Beyond Top: No
- Reason Not Eligible: Not Yet Confirmed
- Duration Stoppage: (empty field)
- Duration Deferment: (empty field)

At the bottom right, there are four buttons: OK, Cancel, Clear, and Help.

This screen allows to record the year of increment and whether the employee is eligible for increment or not (i.e. exception list for payment of increment). This EIT is mandatory and needs to be updated every year.

3.6.9.3 MOH ADDITIONAL DETAILS

The screenshot shows a window titled "Extra Person Information" with the following fields and values:

- Date Start: 01-MAY-2017 00:00:00
- Date End: 30-MAY-2017 00:00:00
- Pre-Registration Training: (empty)
- Responsible: CENTRAL HOSPITAL LABORATORY
- Diploma in Radiography or Eqv.: No
- Sub Speciality Qualification: (empty)
- Driver for vehicle > 3.5T and < 5T: (empty)
- Private Practice Allowed: (empty)

Buttons at the bottom: OK, Cancel, Clear, Help.

This screen is used for:

- Driver for Vehicle >3.5T and 5T: Additional Duty Allowance.
- Private Practice Allowed : Special Medical Service Allowance
- Pre-Registration Training: Pre-Registration Allowance
- Sub Speciality Qualification: Subspecialisation Allowance

3.6.9.4 BANK SCHEME DETAILS

The screenshot shows a window titled "Extra Person Information" with the following fields and values:

- Start Date: 10-MAR-2017 00:00:00
- End Date: 30-MAR-2017 00:00:00
- Bank Scheme: Bank Attendant(Health Services) Scheme

Buttons at the bottom: OK, Cancel, Clear, Help.

Used for:

- To determine eligibility for allowance under bank scheme

3.6.9.5 TRAVELLING BENEFITS- OFFICIAL CAR

The screenshot shows a window titled "Extra Person Information" with the following fields and values:

- Date Start: 10-DEC-2016
- Official Car Benefit Option: Car Allow. In Lieu of Official Car
- Eligible for Official Car: Yes
- Opt - Registration Number: 2523
- Opt - Make: TOYOTA
- Opt - Model: COROLLA
- Opt - Year: 2015

Buttons at the bottom: OK, Cancel, Clear, Help.

This screen is used to capture information on travelling benefits related to official car.

3.6.9.6 MAURITIUS FIRE AND RESCUE SERVICES ADDITIONAL DETAILS

The screenshot shows a dialog box titled "Extra Person Information". It has three input fields: "Date Start", "Date End", and "Act as Physical Training Instructor". The "Act as Physical Training Instructor" field is highlighted in yellow. At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

This EIT is Mandatory and it is used for the Element 'Increment Allowance'.

3.6.9.7 MAURITIUS PRISON SERVICE ADDITIONAL DETAILS

The screenshot shows a dialog box titled "Extra Person Information". It has five input fields: "Date Start", "Date End", "Posted At", "Act as Physical Training Instructor", and "Possess a Physical Training Instructor's Certificate". At the bottom, there are three buttons: "OK", "Cancel", and "Clear".

This EIT is used for the Element 'Adhoc Allowance Additional Duties'.

3.6.9.8 MPF ADDITIONAL DETAILS

The screenshot shows a dialog box titled "Extra Person Information". It has six input fields: "Date Start" (01-APR-2015 00:00:00), "Date End" (30-APR-2016 00:00:00), "Posted At" (VIPSU), "Occupying Government Quarters" (Yes), "Attached To" (President), and "Perform Duties". At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

This screen is used to input details for relevant employees of the Mauritius Police Force.

Used for: Adhoc Allowance Additional Duties, Commuted Overtime Allowance, Sea Going Allowance, Special Duty Allowance, Ration Allowance, Meal Allowance, Clothing Allowance, Attached To: Aide De Camp Allowance.

3.6.9.9 MANUAL PAYMENT FOR PENSION IN TAS

Extra Person Information

Voucher Number

Element

Date Paid in TAS

Payroll Period Date

Number of Month

Number of Days

Amount

OK Cancel Clear Help

It is used for Payroll purposes when the payment has been effected in TAS. When a person is on leave without pay and decides to contribute to his pension. The details are captured in this EIT. This will account for his length of service.

3.6.9.10 HPC/ALLOWANCE BY EMPLOYEE

Extra Person Information

Effective Start Date

Effective End Date

Payroll Element

Quantum Payable

Frequency

OK Cancel Clear Help

Pay values are no longer captured in element input values. EIT HPC/Allowance by employee is used to capture same by the HR Supervisor.

MCS HPC/allowance by employee validation report: The report needs to be run on a monthly basis prior to approval of payroll.

3.6.9.11 END OF YEAR BONUS- HALF PAY LEAVE

Extra Person Information

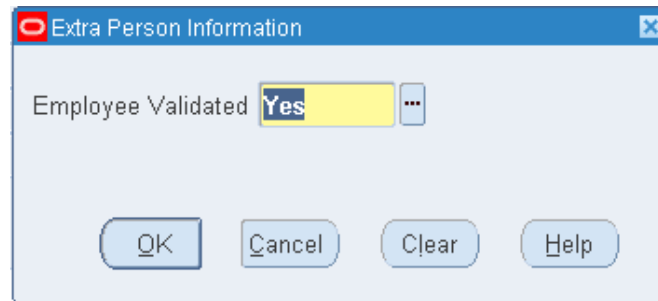
Date of Half Pay Leave

On Approved Leave

OK Cancel Clear Help

Employees who have been granted Sick Leave on half pay for instance, but still entitled to End of Year Bonus.

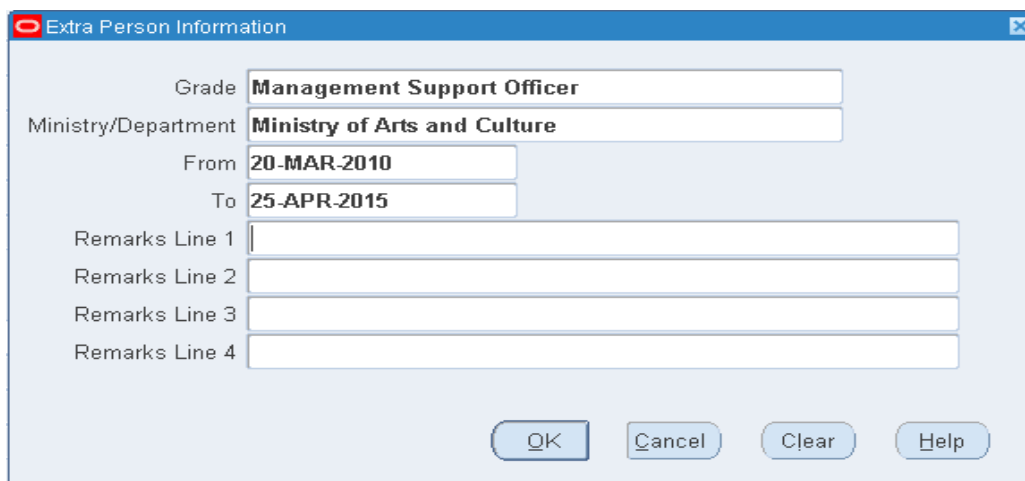
3.6.9.12 EMPLOYEE VALIDATION



The screenshot shows a dialog box titled "Extra Person Information". It contains a label "Employee Validated" followed by a yellow dropdown menu currently displaying "Yes" and a small menu icon. At the bottom of the dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

This EIT is Mandatory and is used for Payroll Purpose. Only HR Supervisor will have accessed to this EIT. The employee is validated if there are changes to either people or assignment screen.

3.6.9.13 EMPLOYMENT HISTORY



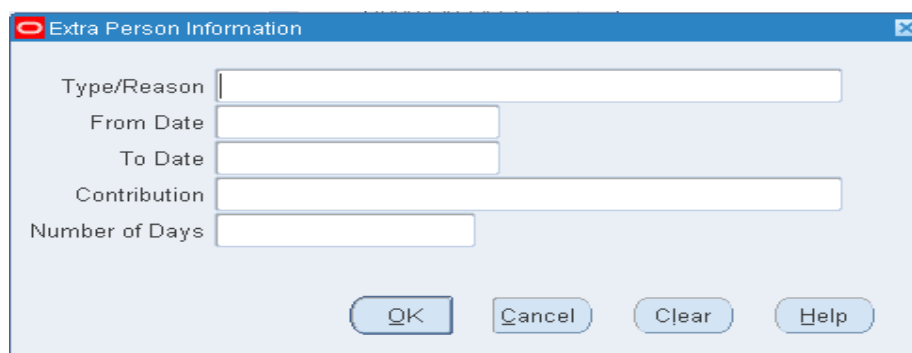
The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Grade: Management Support Officer
- Ministry/Department: Ministry of Arts and Culture
- From: 20-MAR-2010
- To: 25-APR-2015
- Remarks Line 1, 2, 3, and 4: Four empty text input fields.

At the bottom are four buttons: "OK", "Cancel", "Clear", and "Help".

This screen is used to fill in details about the previous employment of the employee.

3.6.9.14 BREAK IN SERVICE



The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Type/Reason: Empty text input field.
- From Date: Empty date input field.
- To Date: Empty date input field.
- Contribution: Empty text input field.
- Number of Days: Empty text input field.

At the bottom are four buttons: "OK", "Cancel", "Clear", and "Help".

Break in service screen provides details regarding employee’s break in service that is the reason, date from, date to, and number of days the person was not in service.

3.6.9.15 PRB OPTION

The screenshot shows a dialog box titled "Extra Person Information". It contains the following fields and controls:

- Year: 2008
- Percentage: 100
- Date From: [Empty text box]
- Accept All: No
- Reject All: [Empty text box] with a dropdown arrow
- Accept All 2008 Inclusive Pension Modification: [Empty text box]
- Accept All 2008 Exclusive Pension Modification: [Empty text box]
- Buttons: OK, Cancel, Clear, Help

The screen allows to capture details about PRB options the employee has opted for.

3.6.9.16 PRESENT STATUS DETAILS

The screenshot shows a dialog box titled "Extra Person Information". It contains the following fields and controls:

- Temp Date: [Empty text box]
- Temp Job: [Empty text box]
- Temp Salary Code: [Empty text box]
- Temp Flag: [Empty text box]
- Secondment Date: [Empty text box]
- Secondment Job Code: [Empty text box]
- Secondment Salary Code: [Empty text box]
- Secondment Department: [Empty text box]
- Secondment Paysite: [Empty text box]
- Secondment Flag: [Empty text box]
- Transfer Date: [Empty text box]
- Transfer Department: [Empty text box]
- Transfer Paysite: [Empty text box]
- Buttons: OK, Cancel, Clear, Help

This screen is used to capture details on the employee present assignment status.

3.6.9.17 SICK LEAVE

The screenshot shows a dialog box titled "Extra Person Information". It contains the following fields and controls:

- Sick Leave Option as at 30 June 1993: [Empty text box]
- Number of Days, If Retained: [Empty text box]
- Any Other Remarks: [Empty text box]
- Buttons: OK, Cancel, Clear, Help

The screen is used to capture information on the sick leave option made by officers either to cash sick leave in excess of 90 days or retain same for payment at the time of retirement.

3.6.9.18 STATEMENT OF SERVICE

The screenshot shows a dialog box titled "Extra Person Information" with the following fields and values:

- Appointment Type: **Temporary**
- Appointment Date: **01-APR-2016**
- Grade: **Management Support Officer**

Buttons at the bottom: OK, Cancel, Clear, Help.

This screen is used to record in a chronological order the employee's employment, that is date joined service, confirmation date and position held.

3.6.9.19 PASSAGE BENEFIT BALANCE

The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Latest Period
- Passage Benefit Balance
- Eligibility

Buttons at the bottom: OK, Cancel, Clear, Help.

This is the migrated balance of Passage Benefits of an employee.

3.6.9.20 CONFERENCE/MISSION DETAILS

The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Delegates
- Country Visited
- Conferences attended
- Travel Agent
- Allowance Paid
- Paid in TAS
- Payment Voucher
- Duration of Course
- Travelling Time
- Allowance of Course(In Transit)
- Cost of air tickets

Buttons at the bottom: OK, Cancel, Clear, Help.

This screen is used to record details when Ministers/Officers are on Mission or attend conferences.

3.6.9.21 ELIGIBILITY OF PENSION (MEMBERS OF NATIONAL ASSEMBLY)

The screenshot shows a dialog box titled "Extra Person Information" with the following fields: "Start Date", "End Date", "Number of Terms", and "Contribute towards Pension Fund". Each field has a corresponding text input box. At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

This screen is used to record pension details for Members of National Assembly.

3.6.9.22 EMPLOYMENT RECOGNITION DETAILS

The screenshot shows a dialog box titled "Extra Person Information" with the following fields: "Recognition Date" (containing "15-MAR-2015"), "Recognition Type" (containing "Medals"), and "Recognition Details" (containing "President's Long Service and Good Conduct Medal"). Below these are two sets of fields for "Recognition Date 1", "Recognition Type 1", "Recognition Details 1", "Recognition Date 2", "Recognition Type 2", and "Recognition Details 2". At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

This screen allows to record details for an officer who has received a recognition, i.e: a medal, distinctions or commendations in the Police or Prisons Departments.

3.6.9.23 HIGH POWERED COMMITTEE

The screenshot shows a dialog box titled "Extra Person Information" with the following fields: "Description", "Decision Taken", and "Date Decision Taken". Each field has a corresponding text input box. At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

This screen allows input of decisions taken by the High Powered Committee on payment of allowances, etc for an employee.

3.6.9.24 JUDICIAL ADDITIONAL DETAILS

The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Date Start: 24-MAR-2015 00:00:00
- Date End: 30-MAY-2015 00:00:00
- Private car for official travelling: Yes

Buttons at the bottom: OK, Cancel, Clear, Help.

The screen is used to input details for car maintenance allowance for relevant employees of the Judiciary.

3.6.9.25 MOA ADDITIONAL DETAILS (M/ AGRO INDUSTRY & FS)

The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Date Start: 23-MAR-2015 00:00:00
- Date End: 30-MAR-2015 00:00:00
- Posted at the Plant Pathology Section: YES YES

Buttons at the bottom: OK, Cancel, Clear, Help.

The screen is used to input details for relevant employees of the Ministry of Agro Industry and Food Security. This EIT is used for Payroll purposes.

3.6.9.26 MOE ADDITIONAL DETAILS (M/ EDUCATION, HR, TE & SR)

The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Date Start: 03-FEB-2010 00:00:00
- Date End: 03-MAR-2010 00:00:00
- Supply Teacher: [Empty]
- Work for Examinations: Yes
- Served at SEN: No
- Headship and teach: Yes
- Not Qualify QB but teach HSC: Yes

Buttons at the bottom: OK, Cancel, Clear, Help.

Used for:

- Served at SEN: SEN Allowance
- Headship and teach: Headship Allowance
- Not Quality QB but teach HSC: HSC Allowance

3.6.9.27 MOF ADDITIONAL DETAILS (M/ OCEAN ECONOMY, MR, F & S)

Extra Person Information

Start Date: 01-MAR-2010 00:00:00

End Date: 30-MAR-2010 00:00:00

Posted at: Flying Squads - Fisheries

Buttons: OK, Cancel, Clear, Help

This screen is used to input details for relevant employees of the-Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Island.

It is used for Special Duty Allowance.

3.6.9.28 MOG ADDITIONAL DETAILS (M/ GENDER EQUALITY, CD & FW)

Extra Person Information

Date Start: 03-MAR-2011 00:00:00

Date End: 10-MAR-2011 00:00:00

Qualification: Counselling Psychology

Clinical Duties Supervisor Approval: No

Buttons: OK, Cancel, Clear, Help

This screen is used to input details for relevant employees of the Ministry of Gender Equality, Child Development and Family Welfare.

It is used for Qualification: Clinical Duties Allowance

3.6.9.29 NATIONAL ASSEMBLY

Extra Person Information

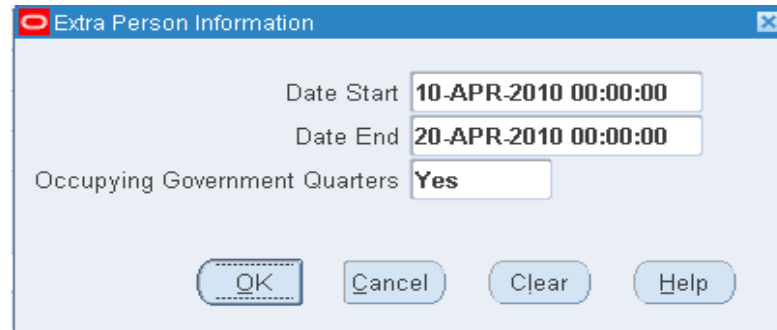
Sworn Date: 20-DEC-2015

Date of Election: 05-DEC-2015

Buttons: OK, Cancel, Clear, Help

This screen is used to input details for Members of the National Assembly and is used for information purposes only.

3.6.9.30 RENT/QUARTERS INFORMATION



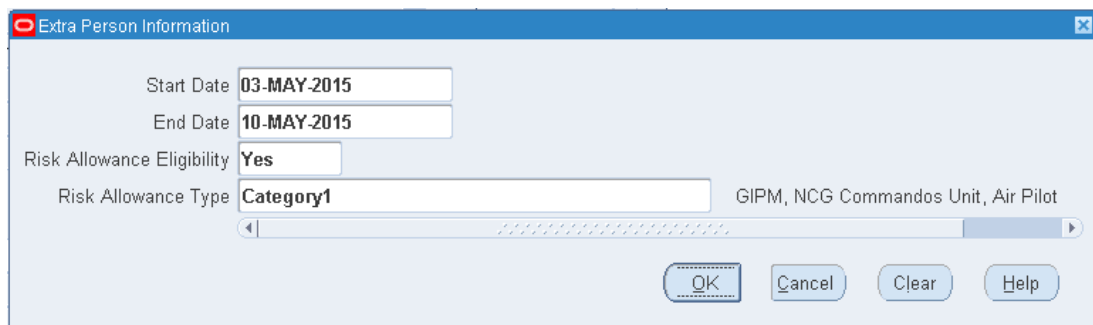
The screenshot shows a dialog box titled "Extra Person Information" with the following fields and values:

- Date Start: 10-APR-2010 00:00:00
- Date End: 20-APR-2010 00:00:00
- Occupying Government Quarters: Yes

At the bottom, there are four buttons: OK, Cancel, Clear, and Help.

This screen is used to capture information on employees occupying Government Quarters (Rent Allowance).

3.6.9.31 RISK ALLOWANCE ELIGIBILITY



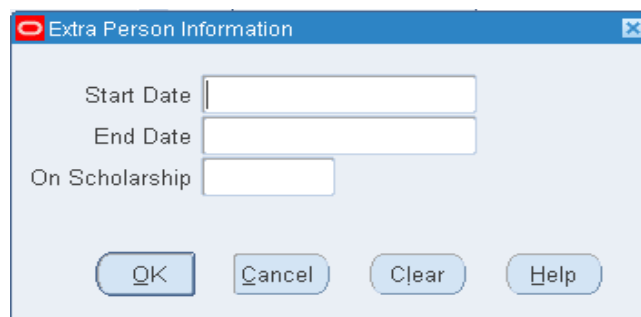
The screenshot shows a dialog box titled "Extra Person Information" with the following fields and values:

- Start Date: 03-MAY-2015
- End Date: 10-MAY-2015
- Risk Allowance Eligibility: Yes
- Risk Allowance Type: Category1

To the right of the Risk Allowance Type field, the text "GIPM, NCG Commandos Unit, Air Pilot" is displayed. Below the field is a scroll bar. At the bottom, there are four buttons: OK, Cancel, Clear, and Help.

This screen is used to capture information on Risk Allowance eligibility and type of risk allowance.

3.6.9.32 SCHOLARSHIP – ELIGIBILITY FOR BOND ENFORCEMENT



The screenshot shows a dialog box titled "Extra Person Information" with the following fields and values:

- Start Date: (empty)
- End Date: (empty)
- On Scholarship: (empty)

At the bottom, there are four buttons: OK, Cancel, Clear, and Help.

This screen is used to capture information on officers who have been granted a scholarship and are, therefore, eligible for Enforcement of Bond.

3.6.9.33 TOUR OF SERVICE

The screenshot shows a dialog box titled "Extra Person Information" with the following fields and values:

- Date Start: 15-MAY-2014 00:00:00
- Date End: 16-MAY-2015 00:00:00
- Domiciled In: Mauritius
- Tour of Service: Rodrigues Island

Buttons at the bottom include OK, Cancel, Clear, and Help.

This screen is used to capture information of employees who proceed on Tour of Service. (Disturbance Allowance, Hardship Allowance, Motivational Allowance)

3.6.9.34 TRAVELLING BENEFITS – DUTY EXEMPTION INFORMATION

The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Date Start
- Benefit Option
- Duty Remission Type
- Date of Purchase
- Model
- Date of Registration
- Registration Number
- Amount
- Loan
- Loan Re-imbursed
- No. of times 70% Duty Exemption Availed
- Date Contract Terminated
- Duty Re-imbursed
- Date Car Sold

Buttons at the bottom include OK, Cancel, Clear, and Help.

The screen is used to capture information on travelling benefits and duty exemption.

3.6.9.35 TRAVELLING INFORMATION

The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Start Date
- End Date
- Mode of Travel
- Eligible to 100% Duty
- Owns own car
- Registered in Name of
- Registration Number
- Effective Date Ownership
- Travelling Scheme selected
- Has own means of transport
- Bicycle used over bad roads

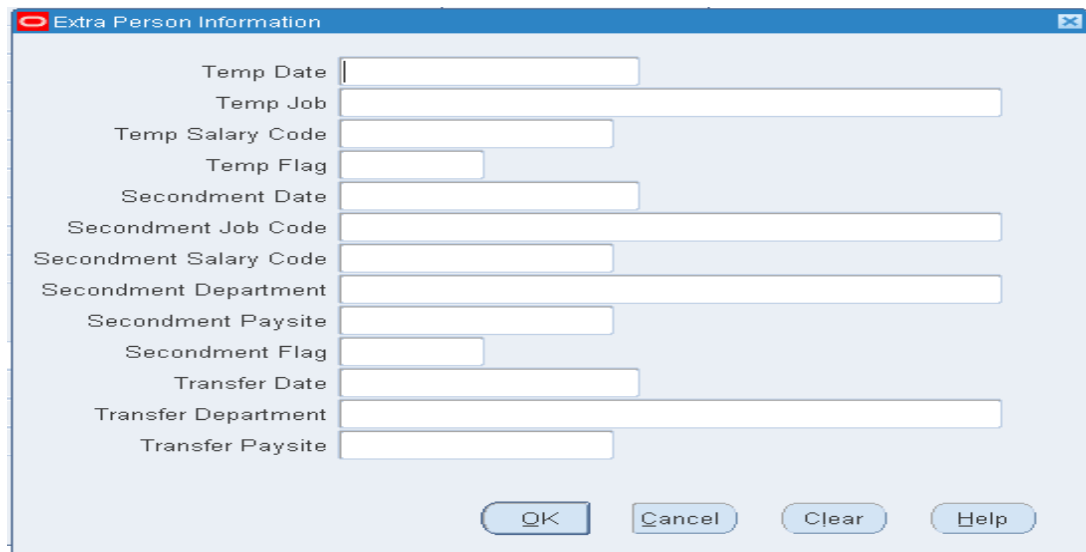
Buttons at the bottom include OK, Cancel, Clear, and Help.

This screen is used to capture information on travelling in respect of the employee (Ex: Bicycle used over bad roads: Bicycle Allowance)

Note:

It is important to fill-in the above fields correctly as they will be used for the computation of the relevant travelling benefits to the employee.

3.6.9.36 PRESENT STATUS DETAILS



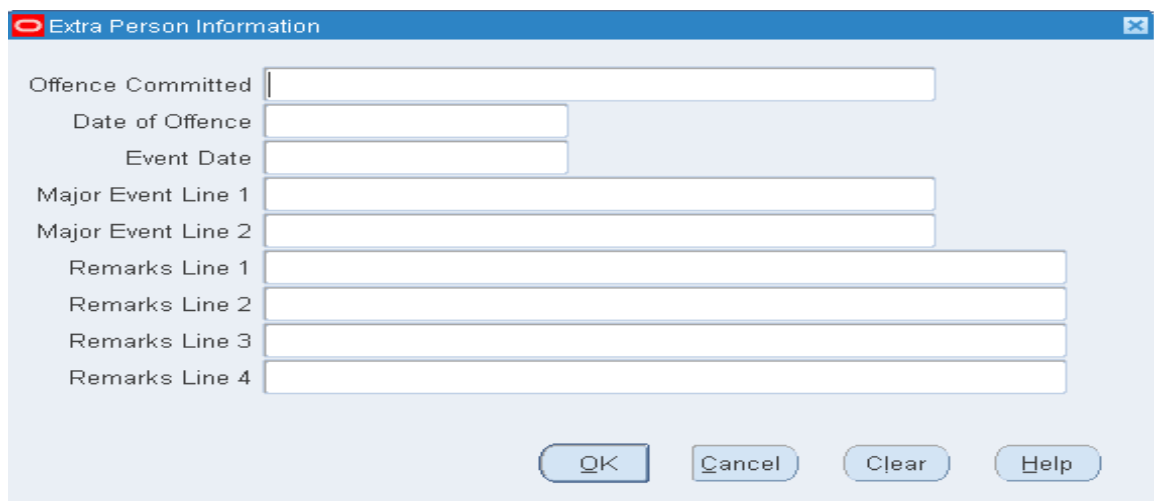
The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Temp Date
- Temp Job
- Temp Salary Code
- Temp Flag
- Secondment Date
- Secondment Job Code
- Secondment Salary Code
- Secondment Department
- Secondment Paysite
- Secondment Flag
- Transfer Date
- Transfer Department
- Transfer Paysite

Buttons at the bottom: OK, Cancel, Clear, Help.

The screen allows to capture work details of the employee who is serving another organisation on a temporary basis, on secondment or transfer.

3.6.9.37 DISCIPLINARY ACTIONS



The screenshot shows a dialog box titled "Extra Person Information" with the following fields:

- Offence Committed
- Date of Offence
- Event Date
- Major Event Line 1
- Major Event Line 2
- Remarks Line 1
- Remarks Line 2
- Remarks Line 3
- Remarks Line 4

Buttons at the bottom: OK, Cancel, Clear, Help.

To record disciplinary actions taken on the accused officer. 'Event' refers to each step of processing of the disciplinary case, e.g. Reporting case to Police Department.

3.7 REHIRE EX-EMPLOYEE

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN

The screenshot shows the 'People: 01-JAN-2016' window. The 'Name' section contains: Last: SMITH, First: JANE, Title: Mrs., Prefix: (empty), Suffix: (empty), Maiden: (empty). The 'Gender' dropdown is set to 'Female'. The 'Person Type for Action' dropdown is open, showing 'Person Types' and 'Ex-employee' (highlighted with a red box). The 'Identification' section shows 'Employee' selected in a dropdown, with '296' in a text field and 'National Identity Card No.' S1234567890987.

To rehire an ex-employee:

1. Set your effective date to the new hire date
2. Query the ex-employee in the People window
3. In the Action field, select Create Employment
4. Select Person type (choose: "Employee" / "Contract")
5. Save your work and complete the assignment details

3.8 ATTACHMENT

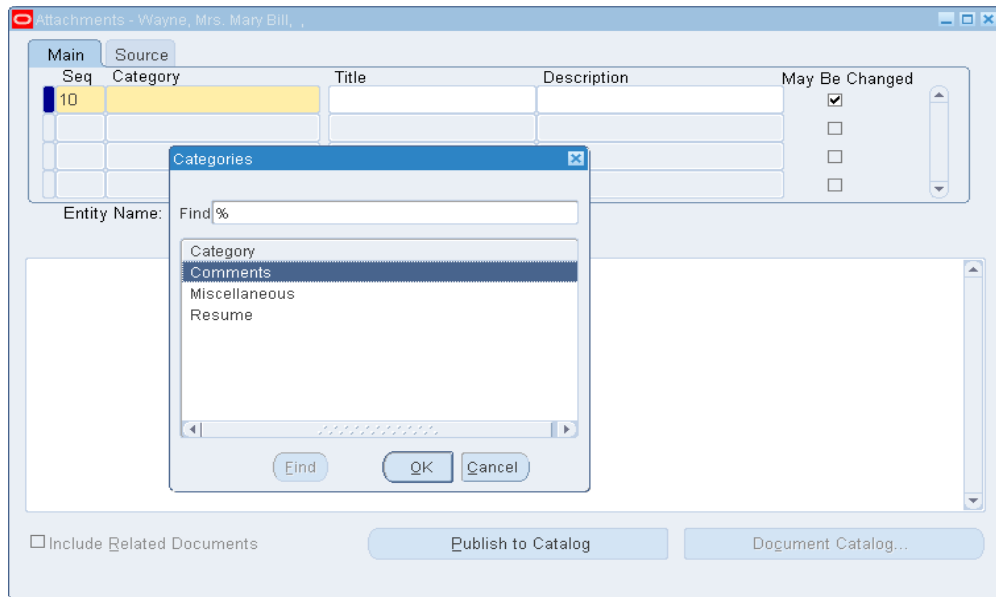
Option 1: Choose the Attachment icon from the toolbar



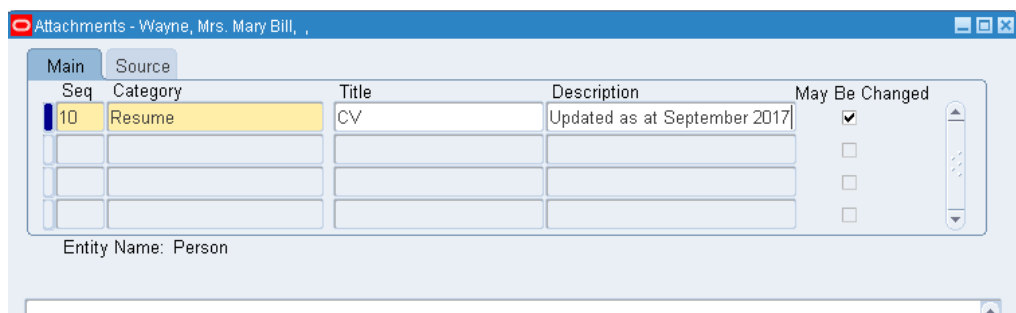
Option 2: Choose **View** menu and select the Attachments sub menu

Choosing any of the options above would open the screen where different types of attachments can be attached. The documents to be attached can be supporting documents for leaves, Application letter, and Qualification transcripts and any other forms that the institutions wants to keep record of.

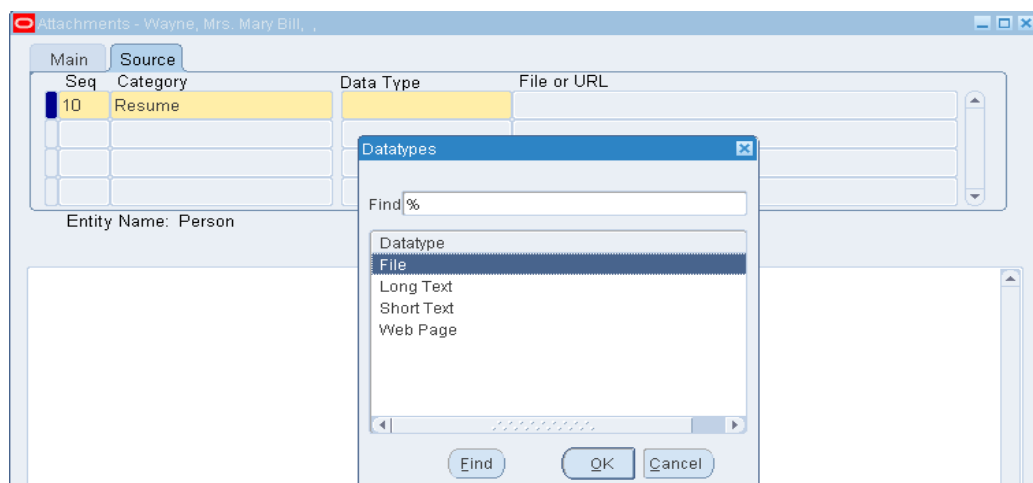
3.8.1 ATTACH FILE (DOCUMENT)



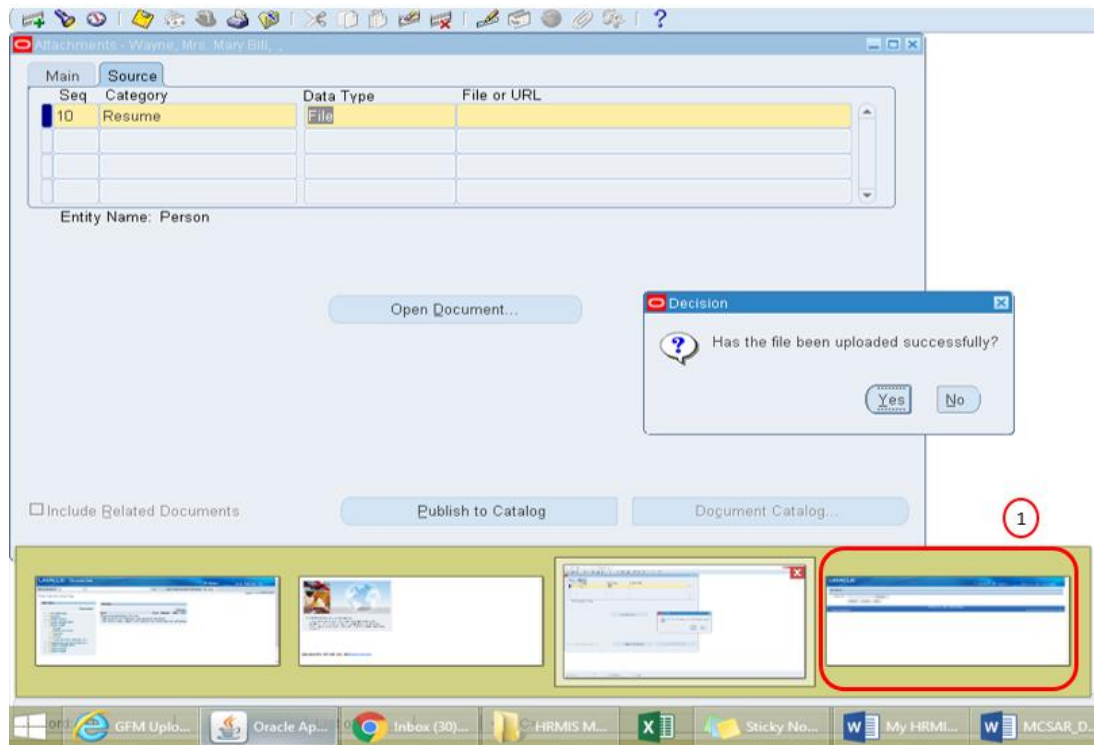
1. Select a Category: The Category defines the purpose of an attachment and controls which forms or pages can access it
2. Select % → Find → OK



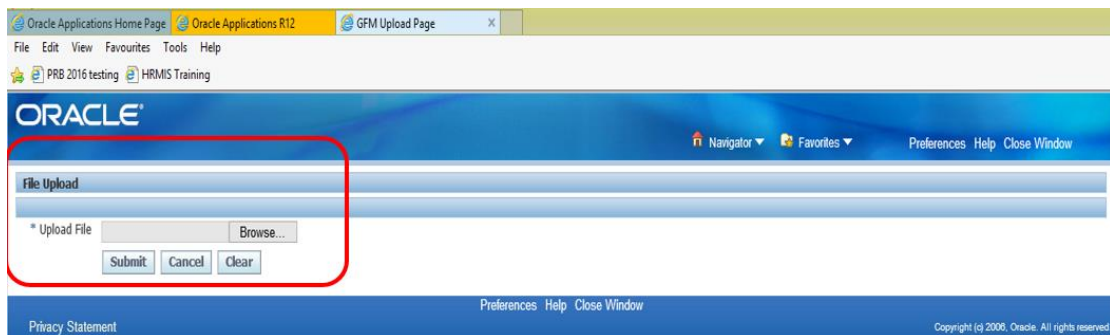
3. Select Resume, put the title and the description of the resume accordingly.



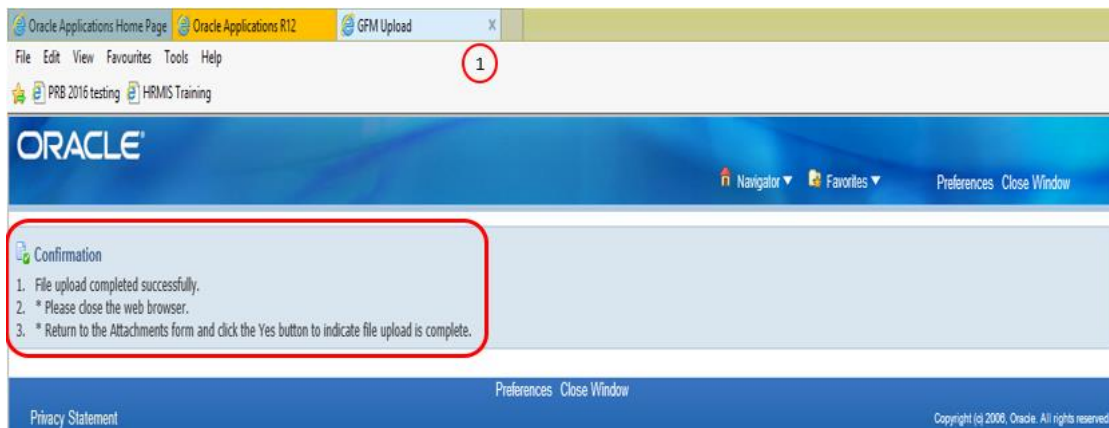
4. Click on the Tab 'Source' and select the Data Type: % ➔ Find.
5. A list of data type will appear. Select File



6. When selecting the 'file' option, a message will pop up, while at the same time a browser will open to allow the upload of the file. At this time, **do not click on 'Yes' but click on the browser at Annotation 1.**

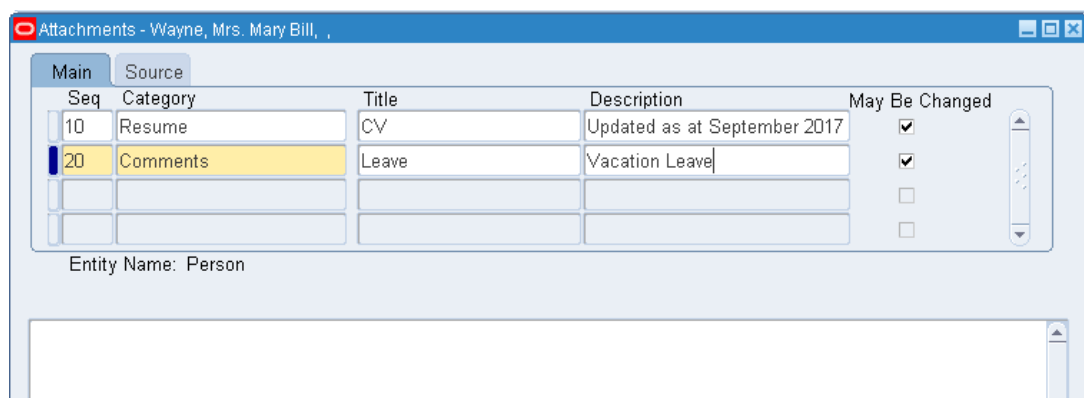


7. Click on the browser
8. Upload the file
9. Click on Submit

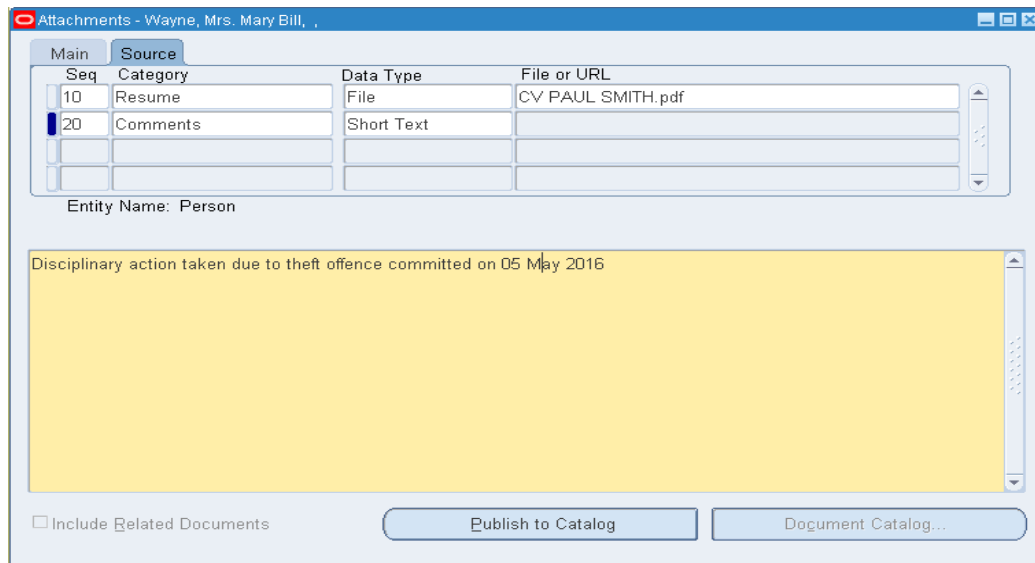


10. A confirmation message will appear to confirm the file has been uploaded.
11. To return to attachment window, click on the cross at **Annotation 1** to close the window.
12. Click on Yes in the Attachment window to indicate that the file has been uploaded.
13. Click on 'Open Document' to open the document. A browser will allow to Open or Save the document.

3.8.2 ATTACH LONG & SHORT TEXTS

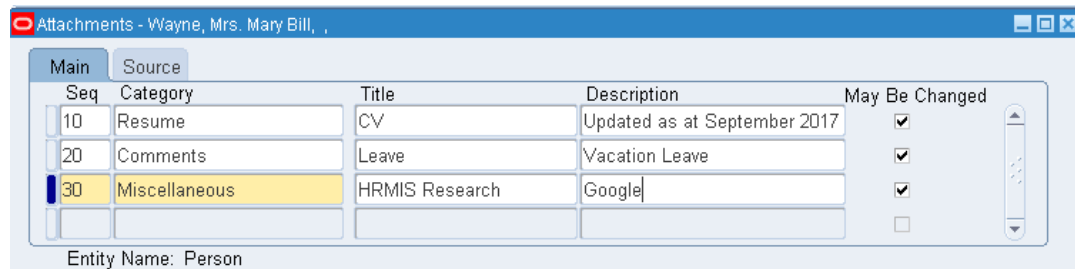


1. Select a Category, put the title and description

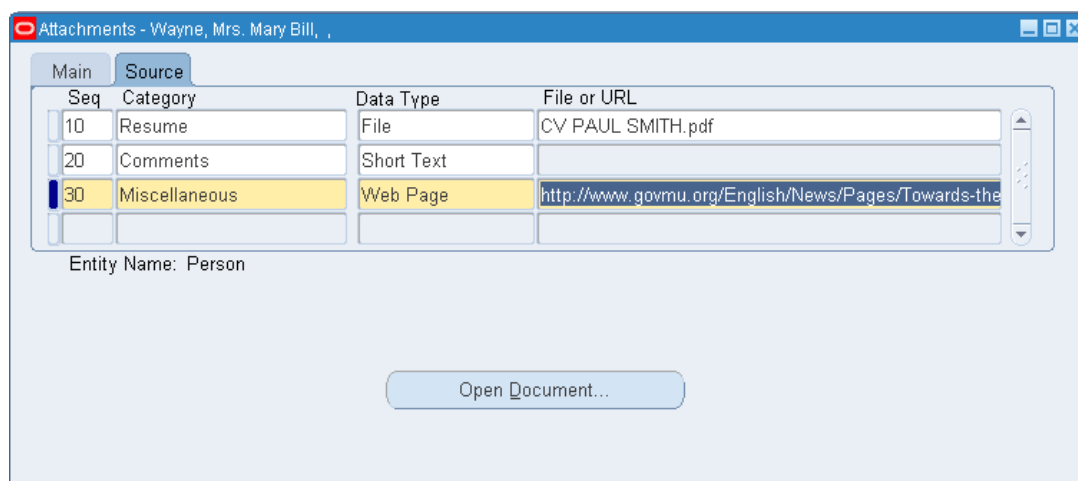


2. Click on the Tab 'Source' and select the Data Type: Short Text or Long Text. Enter text that is less than 2000 characters. If the text you want to attach is more than 2000 characters, upload it in a file
3. Save your work

3.8.3 ATTACH WEB PAGE



1. Select a Category, put the title and description

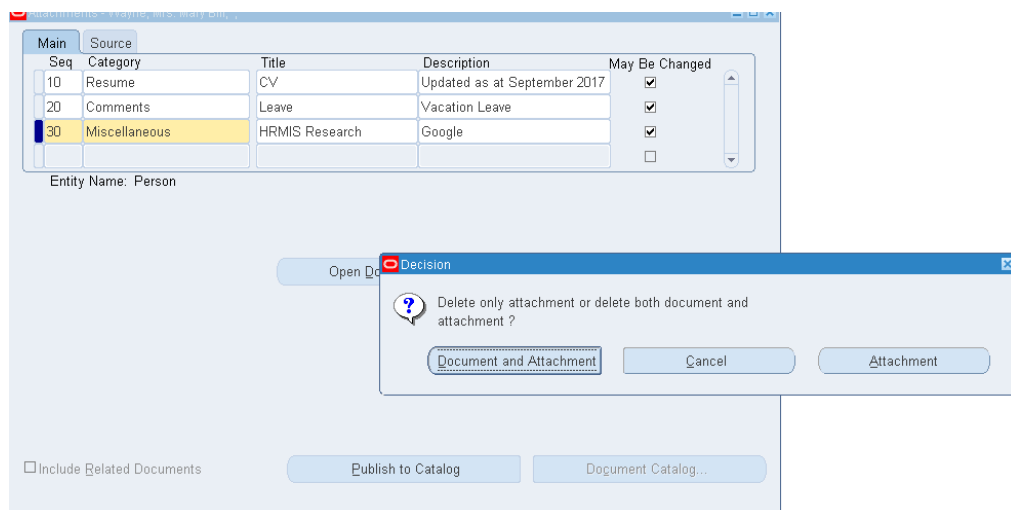


2. Select Data Type 'Web Page' and put the URL accordingly
3. Save your work.
4. You can click on 'Open Document' to open the web page.



The 'May be Changed' box is checked to allow changes to the document.

3.8.4 DELETE AN ATTACHMENT



When deleting an attachment, you can remove the association between the record and the attached document or remove the attached document from the file system or database.

1. In the Attachments window, select the document to delete
2. Choose the 'delete' icon on the toolbar
3. Select a button in the 'Decision' window to remove either the 'Document or Attachment' or just the 'Attachment'. Selecting Document and Attachment means deleting the attached file completely both from the system and from the screen while selecting delete attachment means deleting the file from the screen only
4. Save

4.0 DEPLOY EMPLOYEE

4.1 CREATE ASSIGNMENT

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT

4.1.1 CREATE PRIMARY ASSIGNMENT

To enter a primary assignment:

1. Set your effective date as appropriate. For instance, in the case of a **new recruit**, the effective date should be the *Date Joined Service*, whereas in other cases, such as **Promotion**, the effective date should be the *Date of Appointment*
2. Select Organisation:
 - i. % Organisation Name, e.g: % MINISTRY OF CIVIL SERVICE
 - ii. Click '**Find**'
 - iii. Enter information in the '*Group*' field
 - iv. Click '**OK**'
3. Select the job
 - i. % Job Name, e.g: % Deputy Permanent Secretary
 - ii. Click '**Find**'
 - iii. Click '**OK**'
4. Select Salary Code

- i. Enter “%”
- ii. Click ‘Find’
- iii. Enter “% Yes”,
- iv. Click ‘Find’

If a location has been attached to an Organisation, it appears as a default. Change this, if required.

Add additional information in the ‘Group’ field:

1. Select the appropriate Payroll (ex. *Republic of Mauritius* or *Foreign Affairs*)
2. Select a status for the assignment. By default, a new assignment has the status ‘Active’ Assignment
3. Select assignment category, for e.g: part-time or full-time
4. Select the employee capacity
5. Save
6. Add the Grade Step (*Refer to Section 5.1*)
7. Update Statement of Service (under Extra Person Information Screen) with the appropriate ‘Appointment Type’ and appropriate date (*Refer to Section 3.6.9.19 – EIT/Statement of Service*)

Once the record has been saved, an Assignment Number is generated by the system which is the same as the Employee Number on People Screen. The first Assignment created is automatically marked as the primary assignment of the employee.

4.1.2 CREATE SECONDARY ASSIGNMENT

A Secondary assignment is created when an employee has been assigned higher duties and is eligible for a 'Responsibility Allowance' or 'Acting Allowance'.

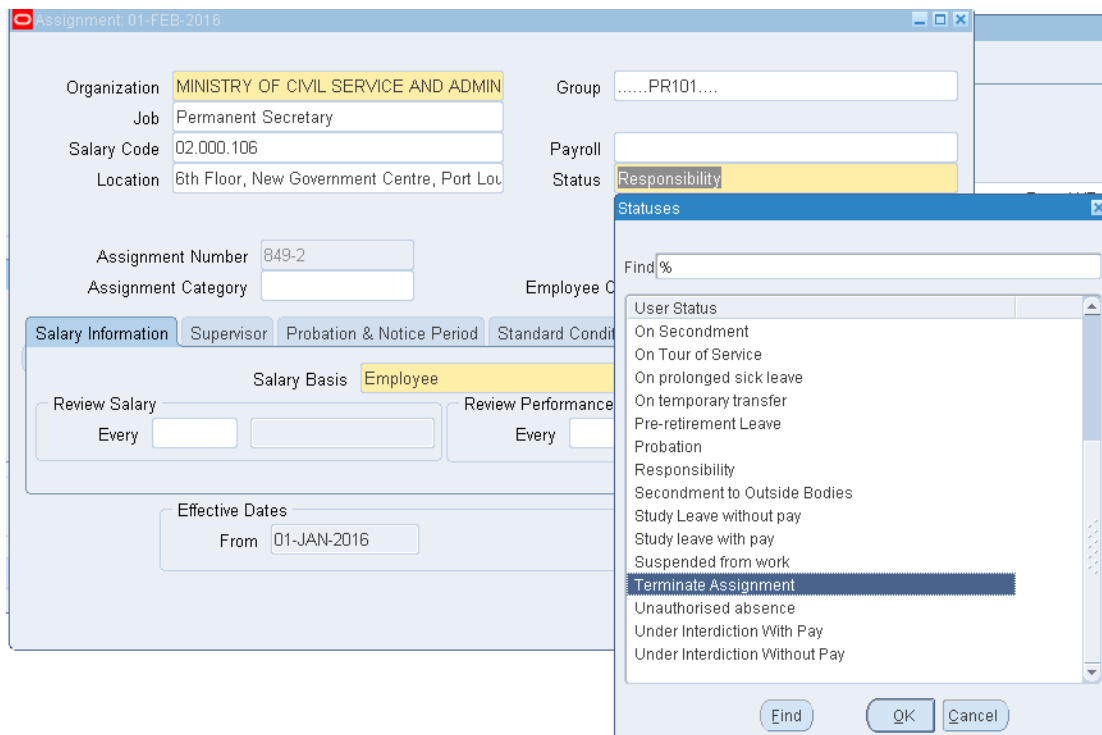
To create a secondary assignment:

1. On primary assignment screen, click on icon 'New' or on the 'Organisation' field, press '↓' key on the keyboard
2. Change effective date to the date the employee has been assigned higher duties
3. Select the Job, Salary Code, Group
4. **Please note that the field 'Payroll' should be left blank; otherwise the employee will draw two Basic Salaries**
5. Select the status 'Responsibility' / 'Acting' as appropriate
6. Select the Salary Basis 'Employee'
7. Save

An assignment number, constituting of a number attached to the primary assignment number, will be generated automatically

4.1.2.1 TERMINATING/ENDING A SECONDARY ASSIGNMENT

Assuming that the Acting period is from 01 Jan to 31 Jan 2016, the secondary assignment should be terminated.



To add an end date:

1. Change effective date to 01 Feb 2016, **i.e. a date immediately after the end of the assignment period**
2. Click on Status, select *“Terminate Assignment”*
3. Click on **‘Update’** to keep history of transaction
4. Save

Upon querying any date between 01 – 31 Jan 2016, the record of the acting period will be shown as below:

Assignment: 01-JAN-2016

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
Job: Permanent Secretary
Salary Code: 02.000.106
Location: 6th Floor, New Government Centre, Port Lou
Group:PR101....
Payroll:
Status: Responsibility

Assignment Number: 849-2
Assignment Category:
Employee Capacity:
Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

Review Salary: Every
Review Performance: Every
Effective Dates: From 01-JAN-2016 To 31-JAN-2016
Others...

4.1.3 ADDITIONAL INFORMATION - ASSIGNMENT SCREEN

4.1.3.1 FLEX FIELD IN THE ASSIGNMENT SCREEN

(Square bracket at the bottom right of the screen)

Additional information can be captured at Assignment level in the flex field of the Assignment Screen.

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
 Job: Deputy Permanent Secretary
 Salary Code: 02.81.89
 Location:
 Group:CSA01.3601-004..
 Position:
 Payroll: Republic of Mauritius
 Status: In Post

Assignment Number: 849
 Assignment Category:
 Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

Review Salary: Every
 Review Performance: Every

Effective Dates: From 28-JUN-2007 To

Salary | Entries | Others...

Additional Assignment Details

Working Days Per Week: 5
 Effective Date of Posting in Section:
 Date Joined Ministry:
 Date Subst Appoint Last Grade:
 Seniority Placing:
 Present Posting:
 Substantive Grade:
 Physical Posted:
 Temporarily Transferred To:
 Agreeable for actingship:
 Pupilage:
 Interdicted Date:
 Reinstated Date:
 Date Resumed:
 Suspension Details:
 Probation No of Days Extension:

OK Cancel Clear Help

The following fields are important to be filled in, although not mandatory:

- Effective Date of Posting in Section
- Date Joined Ministry
- Date of Substantive Appointment in Last Substantive Grade
- Seniority Placing
- Present Posting
- Substantive Grade
- Physically posted

4.1.3.2 DIFFERENT TABS OF THE ASSIGNMENT SCREEN

- **Salary Information**

The screenshot shows the 'Salary Information' tab selected. The 'Salary Basis' dropdown is set to 'Employee'. Below this, there are two sections: 'Review Salary' and 'Review Performance', each with 'Every' followed by two empty input fields. At the bottom, the 'Effective Dates' section shows 'From' as '28-JUN-2007' and 'To' as an empty field. The 'Special Ceiling' is set to '5.0'. Navigation buttons for 'Salary', 'Entries', and 'Others...' are visible at the bottom.

Select either “*Employee*” or “*Contract*” from the ‘*Salary Basis*’ field. Review Salary and Review Performance details will be used upon implementation of the Performance Management module.

- **Supervisor**

The screenshot shows the 'Supervisor' tab selected. The 'Name' field is empty with a dropdown arrow. Below it are 'Employee Number' and 'Assignment Number' fields, both empty. The 'Effective Dates' section shows 'From' as '28-JUN-2007' and 'To' as an empty field. The 'Special Ceiling' is set to '5.0'. Navigation buttons for 'Salary', 'Entries', and 'Others...' are visible at the bottom.

Fill in the details of the Supervisor of the employee, which will be used upon implementation of the Performance Management module.

- **Probation & Notice Period**

The screenshot shows the 'Probation & Notice Period' tab selected. The 'Probation Period' section has 'Length' set to '4', 'Units' set to 'Weeks', and 'End Date' set to '28-JAN-2016'. The 'Notice Period' section has 'Length' set to '3' and 'Units' set to 'Weeks'. The 'Effective Dates' section shows 'From' as '28-JUN-2007' and 'To' as an empty field. The 'Special Ceiling' is set to '5.0'. Navigation buttons for 'Salary', 'Entries', and 'Others...' are visible at the bottom.

- v. **Probation Period:** Enter the duration (*Length & Units*) and the *End Date* field will be automatically generated by the system, that is the projected '*End Date*' of the probation period.
- vi. **Notice Period:** it refers to the notice period of an employee on termination or upon changing post/position.

- **Standard Conditions**

The screenshot shows the 'Standard Conditions' tab of an HRMIS form. It contains the following fields and controls:

- Working Hours:** Text input field containing '33.75'.
- Frequency:** Dropdown menu with 'Week' selected.
- Hourly / Salaried:** Text input field.
- Normal Time:** Two text input fields for start and end times, containing '08:45' and '16:00' respectively, separated by a hyphen.
- Working At Home:** A checkbox that is currently unchecked.
- Effective Dates:** A section with 'From' and 'To' text input fields. The 'From' field contains '28-JUN-2007'.
- Buttons:** 'Salary', 'Entries', and 'Others...' buttons are located at the bottom of the form.

Upon creation of an employee, the value “33.75” is loaded by default. User should amend same if employee working hours is different that the preloaded value.

Example: “33.75”, “40” & “60” hours

Note:

It is mandatory to input the correct Working Hours for the employee as same will be used in the calculation of Overtime and related allowances. Any wrong input will result in wrong computation of overtime and related allowances.

- **Miscellaneous**

This section is optional and can be left blank.

The screenshot shows the 'Miscellaneous' tab of the HRMIS form. It contains the following fields and controls:

- Internal Address:** Text input field.
- Reason:** Text input field.
- Projected Assignment End:** Text input field.
- Primary:** A checked checkbox.
- Manager:** An unchecked checkbox.
- Effective Dates:** A section with 'From' and 'To' text input fields. The 'From' field contains '28-JUN-2007'.
- Buttons:** 'Salary', 'Entries', and 'Others...' buttons are located at the bottom of the form.

Note:

'*Internal Address*' is the location where the employee is actually posted within the Ministry/Department.

4.1.3.3 CHANGE OF SECONDARY ASSIGNMENT TO PRIMARY ASSIGNMENT

Assignment: 01-JAN-2016

Organization: Dr. A. G. Jeetoo Hospital
Job: Nursing Officer
Salary Code: 09.037.069
Location:

Group:01.MOH1H04.0903-003.Category I..
Payroll: Republic of Mauritius
Status: In Post

Assignment Number: 2207
Assignment Category:
Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | **Miscellaneous** | Special Ceiling

Internal Address: Primary
Reason: Manager
Projected Assignment End:

Effective Dates
From: 01-JAN-2016 To: [Ac]

Salary | Entries | Others...

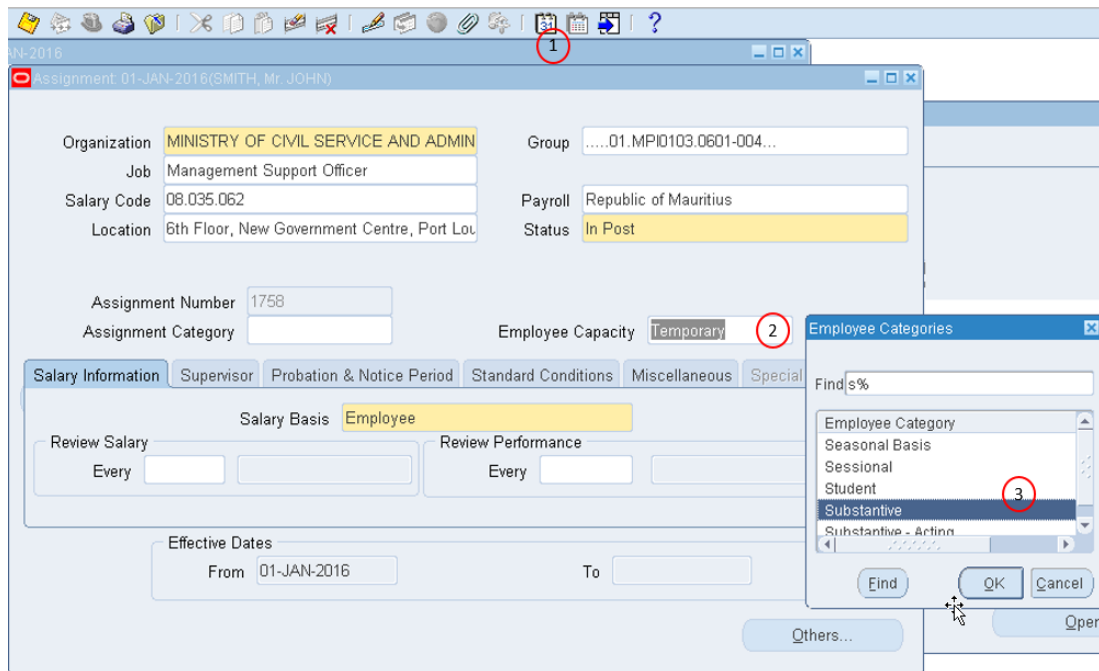
Steps:

1. Find the employee
2. Go to the Secondary Assignment in question
3. Click on the Miscellaneous tab
4. Tick the 'Primary' checkbox
5. Click on save

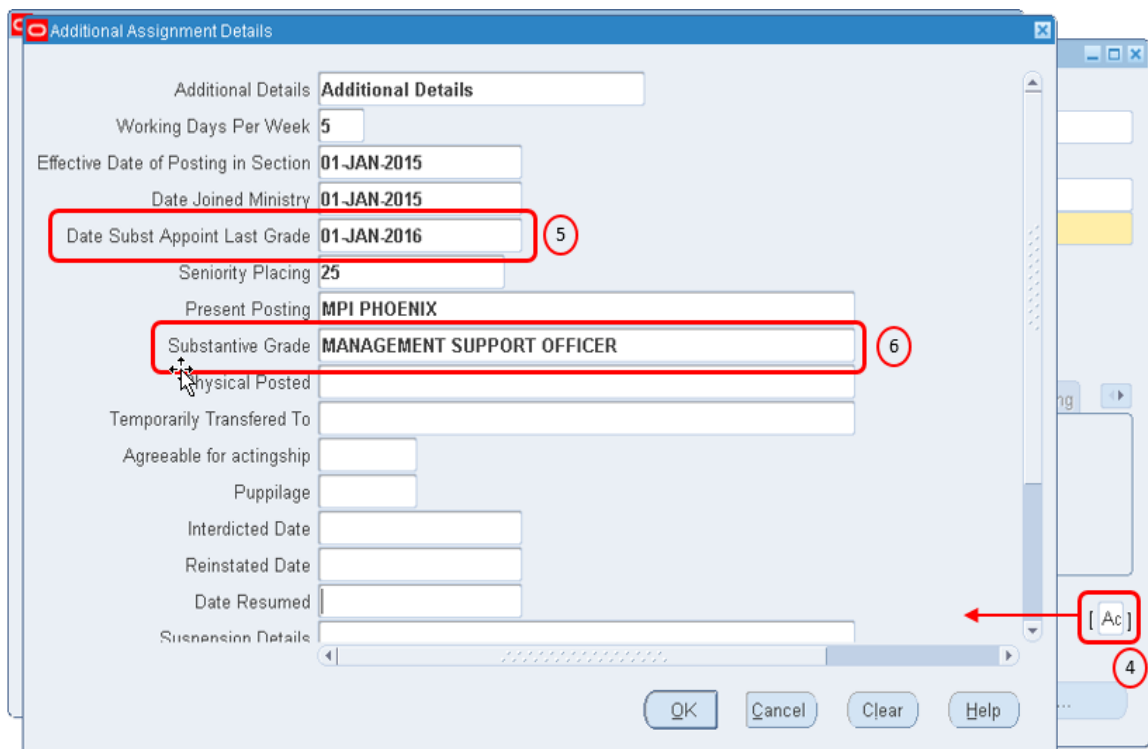
Note:

The change will not be immediate; the particular employee needs to be searched again through the Find Person Screen.

4.2 FIRST APPOINTMENT OF AN EMPLOYEE



1. Change effective date to date of First Appointment (Annotation 1)
2. Change Employee Capacity to "Substantive" (Annotation 2 & 3)
3. Click on OK and then Save.



4. Click on Additional Assignment Details (Annotation 4)
5. Fill in the details at Annotation 5 & 6
6. Click on OK and then Save

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ADDITIONAL PERSON DETAILS FLEXFIELD

7. Add details for *Date of First Appointment* & *Date of Substantive* (Annotation 8)
8. Click OK and then Save

On People Screen, alter effective date (date of first appointment of employee)

HRMIS HRUSER → PEOPLE → OTHERS → EXTRA INFORMATION → STATEMENT OF SERVICE

4.4 CHANGE IN POSTING

Assuming Employee, SMITH John, actually posted to Ministry of Civil Service and Administrative Reforms is transferred to Central Information Systems Division (CISD) on 01 January 2017.

Assignment: 01-JAN-2016(SMITH, Mr. JOHN)

Organization: MINISTRY OF CIVIL SERVICE AND ADM...
 Job: Management Support Officer
 Salary Code: 08.035.062
 Location: 6th Floor, New Government Centre, Port Lou

Group:01.MPIO103.0601-004...
 Payroll: Republic of Mauritius
 Status: In Post

Assignment Number: 1758
 Assignment Category:
 Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

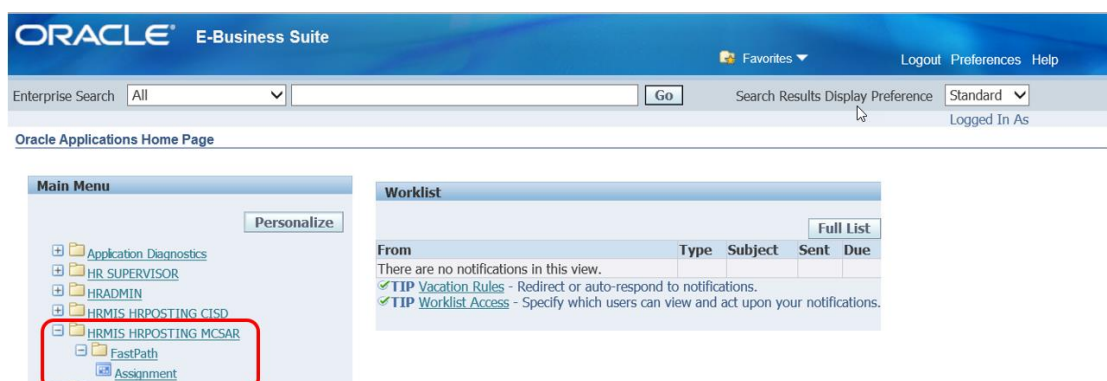
Review Salary: Every
 Review Performance: Every

Effective Dates: From 01-JAN-2016 To [Ac]

To effect transfer of an employee:

On the Main Menu of the HRMIS home page, go to the path:

HRMIS HRPOSTING MCSAR → FASTPATH → ASSIGNMENT



1. Change effective date to the date of assumption of duty in other Ministry/Department. In this example, the date would be 1 January 2017 at CISD.

- On the Find Person Screen, search for the employee to be transferred (Mr. SMITH John as per above scenario)

Assignment: 01-JAN-2017(SMITH, Mr. JOHN)

Organization: MINISTRY OF CIVIL SERVICE AND ADMINISTRATION
 Job: Management Support Officer
 Grade: 08.035.062
 Location: 6th Floor, New Government Centre, Port Louis

Group:01.MPID103.0601-004...
 Position:
 Payroll: Republic of Mauritius
 Status: In Post
 Vacancy:

Assignment Number: 1758
 Assignment Category:
 Collective Agreement:
 Employee Category: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis: Employee

Review Salary: Every [] []
 Review Performance: Every [] []

Effective Dates: From 01-JAN-2016 To [] [] [Ac]

- Under Field, 'Organization', select the organisation the employee is being transferred to. (CISD as per this example)

Assignment: 01-JAN-2017(SMITH, Mr. JOHN)

Organization: MINISTRY OF CIVIL SERVICE AND ADMINISTRATION
 Job: Management Support Officer
 Grade: 08.035.062
 Location: 6th Floor, New Government Centre, Port Louis

Assignment Number: 1758
 Assignment Category:

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Salary Basis: Employee

Review Salary: Every [] []
 Review Performance: Every [] []

Effective Dates: From 01-JAN-2016 To [] [] [Ac]

Organizations

Find: %centr%

Name

- Central Information Systems Division
- Central Market Police Post
- Central Procurement Board
- Central Records
- Central Stores
- Chemin Grenier, Social Welfare Centre
- Correctional Youth Centre

[Find] [OK] [Cancel]

- Click on Save and then on 'Update'.

Note:

Employee records will no more be available on the previous Ministry/Department database. All the records will thus be available at the receiving Ministry/Department where the employee has been transferred to.

4.5 PROMOTING AN EMPLOYEE

HRMIS HRSUPERVISOR → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT → OTHERS → EXTRA INFORMATION

Assuming that an employee has been promoted as Permanent Secretary as from 01 Feb 2010.

1. Change effective date to date of Promotion (in our Scenario: 01 Feb 2010)
2. Select 'Promotion'
3. Set field *Recommended for Promotion* to "Yes"
4. *Date Promoted* should be set to the date of promotion (in our Scenario: 01 Feb 2010)
5. Click on 'OK' and then Save

Note:

The Promotion flex field should be filled in first before altering the Job on the Assignment Screen.

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT

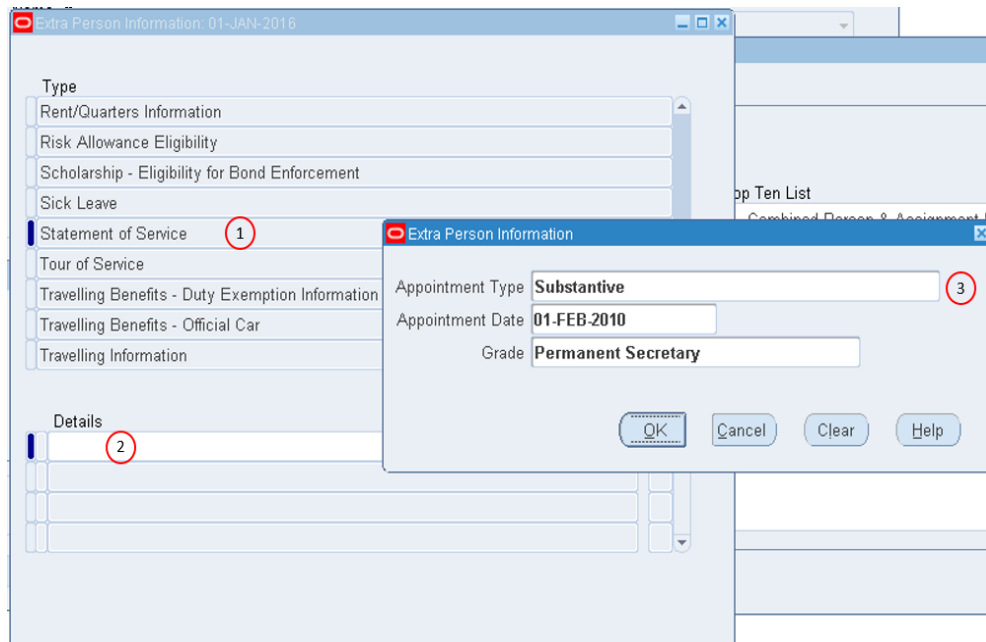
6. Change the effective date to the date of promotion
7. Amend the Job ('Permanent Secretary' in our Scenario)
8. Select the corresponding Salary Code (02.000.106 in our Scenario)
9. Save

10. Click on Additional Assignment Details Flexfield on the Assignment Screen itself (Annotation 1 above).

11. If the employee is appointed in a Substantive Capacity, fill in the information as specified (*Annotation 2 & 3 above*).
12. Else if appointed in a Temporary Capacity, fill in the first two lines in annotation two as applicable.
13. Click on OK and then Save

For the specific promotion, a corresponding entry should be made in Statement of Service.

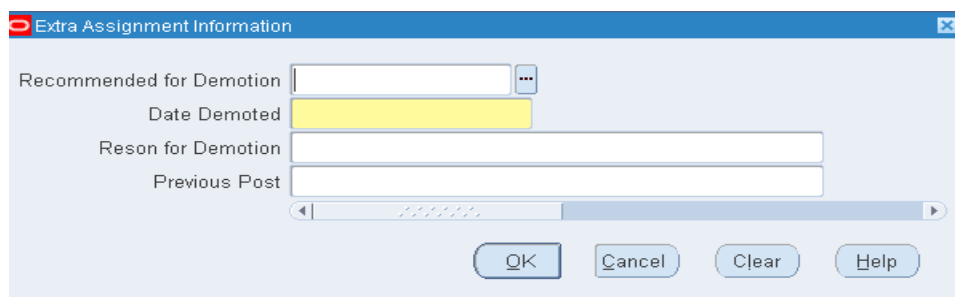
HRMIS HRUSER → PEOPLE → OTHERS → EXTRA INFORMATION → STATEMENT OF SERVICE



14. Click on Statement of Service (Annotation 1 above)
15. Click on Details (Annotation 2 above)
16. Fill in all the three required fields as appropriate (Annotation 3 above)
17. Click on OK and then Save

4.6 DEMOTION

All the procedures are the same as 'Promotion' above.



4.7 REVERSION

All the procedures are the same as 'Promotion' above.

The screenshot shows a dialog box titled "Extra Assignment Information" with the following fields and controls:

- Recommended for Reversion:** A text input field with a dropdown arrow on the right.
- Date Reversed:** A date input field with a yellow highlight.
- Reason for Reversion:** A text input field.
- Previous Post:** A text input field.
- Buttons:** OK, Cancel, Clear, and Help.

4.8 EXTRA ASSIGNMENT INFORMATION

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT → EXTRA INFORMATION

4.8.1 DRIVER ATTACHED TO

Used for information purposes.

Example: Mr Jackson PAUL is the Driver of Mr Charlie Bravo, the Permanent Secretary. The screen below is used to capture the details of the Driver only.

The screenshot shows a dialog box titled "Extra Assignment Information" with the following fields and controls:

- Officer Attached:** A text input field with a dropdown arrow on the right.
- Date From:** A date input field.
- Date To:** A date input field.
- Buttons:** OK, Cancel, Clear, and Help.

4.8.2 CS ATTACHED TO

Used for information purposes.

Example: Mrs Eve Laroche is the Confidential Secretary of Mr Sham Takoor, the Senior Chief Executive. The screen below is used to capture the details of the Confidential Secretary only.

The screenshot shows a dialog box titled "Extra Assignment Information". It contains three input fields: "Officer Attached" with a dropdown arrow, "Date From", and "Date To". At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

4.8.3 FIELD OF SERVICE

This extra assignment information is used for Overtime 1.0 to record field of service for Specialist/Senior Specialists who perform night duty.

The screenshot shows a dialog box titled "Extra Assignment Information". It contains two input fields: "Start Date" and "Field Of Service". At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

4.8.4 ALLOWANCE FOR CONSUL

This extra assignment information is used for *Foreign Service Allowance*.

The screenshot shows a dialog box titled "Extra Assignment Information". It contains two input fields: "Date Start" and "Known as Consul". At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

4.8.5 KNOWN AS LEAD FIREFIGHTER

This extra assignment information is used

The screenshot shows a dialog box titled "Extra Assignment Information". The "Date Start" field contains the text "01-JAN-2016" and the "Known as Lead Firefighter" field contains the text "Yes". At the bottom, there are four buttons: "OK", "Cancel", "Clear", and "Help".

5.0 BANK DETAILS AND SALARY

5.1 GRADE STEP

HRUSER → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT → OTHERS → GRADE STEP

The screen allows the recording of the point reached on the Salary Scale Code for an employee.

Grade Scale
Salary Code: 08.035.062

Pay Scale: PRB Point Sequence Ceiling: 062 Step: 28

Grade Step Placement
Point: 035 Step: 1
Reason: Further Information: .
 Auto-Increment Increment Number: 1

Effective Dates
From: 01-JAN-2016 To:

Progression Point Values

Rate	Value	Units	Effective Dates	
			From	To
PRB Master Scale	16400.00	Money	01-JAN-2016	

1. Set the effective date to the date on which the salary of the employee is being altered
2. Select the relevant point
3. Check the 'Auto-Increment', specify "1" increment
4. Save

5.2 PERSONAL PAYMENT METHOD

FINANCE USER → PAY METHOD → FIND PERSON

This screen enables the finance user to capture the bank details of an employee for payment of salary.

To enter a personal payment method for remuneration:

1. Set the effective date to the date on which to begin paying the employee through this bank account
2. In the Name field, select “EFT” as payment method (*unless otherwise, select Cheque*)
3. Enter the number “1” in the Priority field
4. Enter “100” as percentage of the salary to be paid
5. Click on ‘Bank Details’

6. Fill in the appropriate information about the employee’s bank account details
7. Save

5.3 PAYE/ EDF

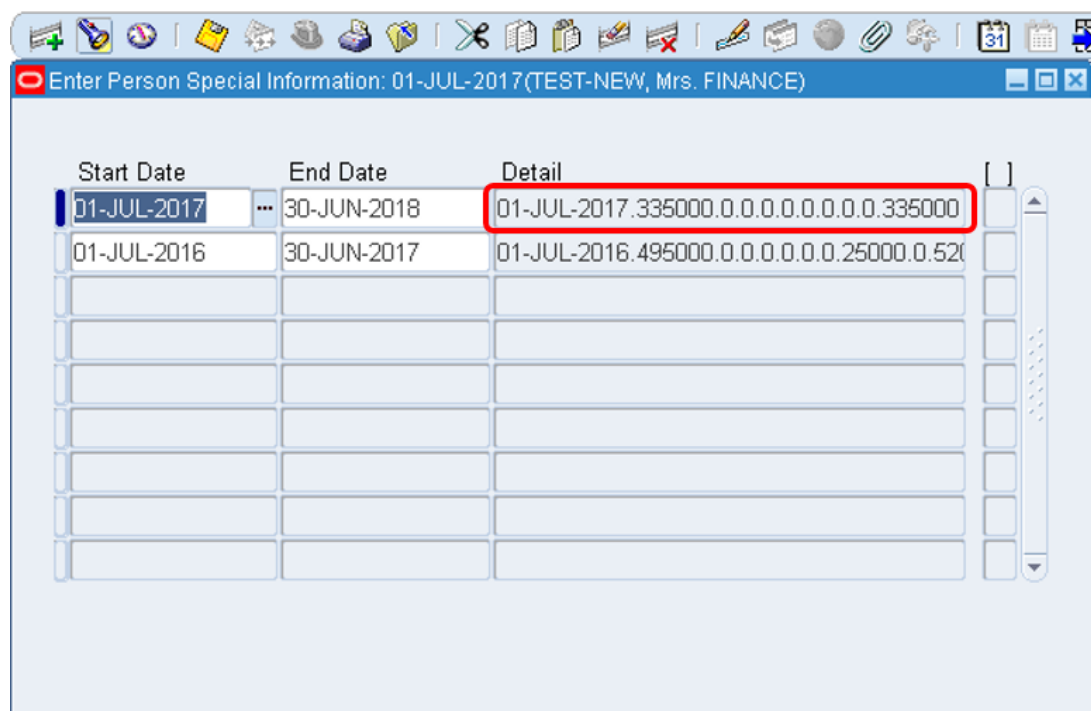
The EDF details of the employee should be recorded and updated by FINANCE USER upon receipt of new EDF forms. This step is **very important** as it will have an effect on the computation of PAYE.

- The HRUSER/ SUPERVISOR will have view only access to PAYE/EDF.

HRMIS HRUSER → FAST PATH → PAYE/EDF VIEW ONLY → FIND PERSON

- The FINANCE USER will have access to record and update the PAYE/EDF details.

HRMIS FINANCE USER → PAYE/ EDF → FIND PERSON



Start Date	End Date	Detail
01-JUL-2017	30-JUN-2018	01-JUL-2017.335000.0.0.0.0.0.0.0.335000
01-JUL-2016	30-JUN-2017	01-JUL-2016.495000.0.0.0.0.0.0.0.25000.0.52

1. Change effective date (effective date should be the date the employee's EDF has changed)
2. Input the 'End Date' as appropriate
3. Click on tab below 'Detail'

The screenshot shows a window titled "PAYE - EDF" with the following fields and values:

Date Submitted	01-JUL-2016
Income Exemption Threshold	495000
Child 1	0
Educational Institution for Child 1	0
Child 2	0
Educational Institution for Child 2	0
Child 3	0
Educational Institution for Child 3	0
Medical Insurance	25000
Housing Loan Interest	0
Total Exemption Claimed	520000

Buttons at the bottom: OK, Cancel, Clear, Help

4. Enter the date the employee submitted his EDF form
5. Select the '*Income Exemption Threshold*' from the drop-down list
6. Enter the Exemptions as applicable (for e.g. Medical Insurance: 25 000)
7. The Total Exemption Claimed will be calculated automatically
8. Click '**OK**'
9. Save

6.0 ELEMENT ENTRY

All the payments and deductions for employees' assignments are entered in the '*Element Entries*' window. The screen is used to make entries or to query existing entries.

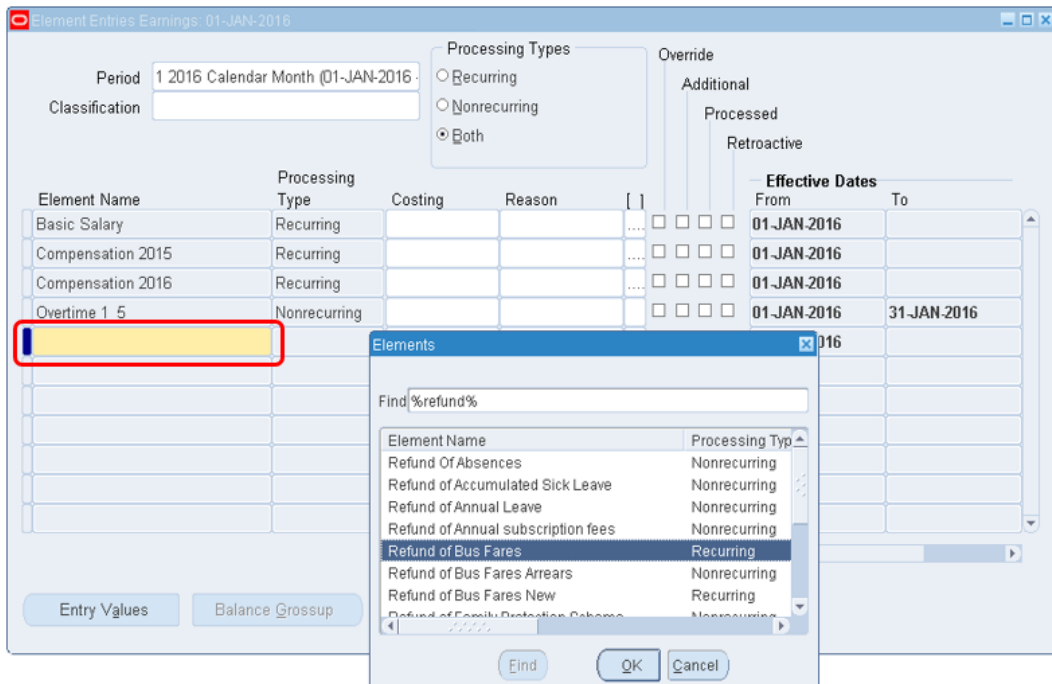
6.1 EARNINGS/ PAYMENT ELEMENTS

FINANCE USER → ENTRIES EARNINGS VIEW ONLY → FIND PERSON

- FINANCE USERS will have access to **view only** entries for earnings/payment elements and their respective entry values.

HRUSER → FASTPATH → ENTRIES EARNINGS → FIND PERSON

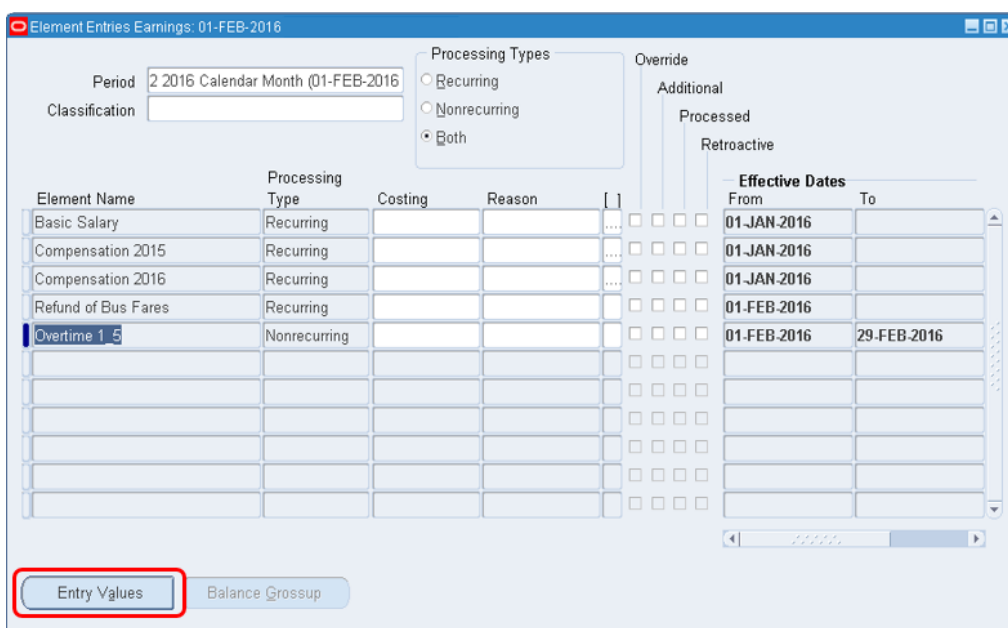
- HR USERS will have **read/write** access to earnings/payment elements and their respective entry values.



1. Set the effective date to the first of the payroll month (for e.g. 01 JAN 2016)
2. Click on the “Element Name” field
3. Select the appropriate element name from the drop- down list
4. Input the respective entry values (refer to Sub-Section 6.1.1 – Adding Payment Elements Entry Values)
5. Save

6.1.1 ADDING PAYMENT ELEMENTS ENTRY VALUES

HRMIS HRUSER → FASTPATH → ENTRIES EARNINGS → FIND PERSON



1. Click on “Entry Values”

The screenshot shows a window titled "Entry Values: 01-FEB-2016(TEST-NEW, Mrs. FINANCE)". The form contains the following fields:

Pay Value	<input type="text"/>
Period Start Date	01-JAN-2016
Period End Date	31-JAN-2016
No of Hours	9
No of Minutes	25
HPC or MCSAR Approval	<input type="text"/>
Salary Value Basis	<input type="text"/>
Quantum	<input type="text"/>
Weekly Hours	<input type="text"/>
Month	<input type="text"/>
Spare Char	<input type="text"/>
Spare Date	<input type="text"/>
Spare Money	<input type="text"/>
Further Entry Information	<input type="text"/>
Date Earned	<input type="text"/>
Original Date Earned	<input type="text"/>
Payee Details	<input type="text"/>
Processing Priority	3500 <input type="text"/>

2. Input the appropriate input values for the payment elements
3. Save

Note:

- Entry to some fields may not be permitted (disabled)
- Some fields may be required/ mandatory (in yellow)
- Some fields may have a list of values (drop- down list)
- Some fields may contain default values

6.1.2 DEDUCTION ELEMENTS

HRMIS HR USER → FAST PATH → ENTRIES DEDUCTIONS VIEW ONLY → FIND PERSON

- HR USERS will have access to **view only** entries for deduction elements and their respective entry values.

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON

- FINANCE USERS will have **read/write** access to deduction elements and their respective entry values.

The screenshot displays the 'Element Entries Deductions' window for the period '1 2016 Calendar Month (01-JAN-2016)'. The window includes a table with the following columns: Element Name, Processing Type, Costing, Reason, and Effective Dates (From, To). The table lists several elements, with the first row highlighted in yellow and a red box around the 'Element Name' field. An 'Elements' dropdown menu is open, showing a search for '%Mutual%' and a list of elements including 'Mutual Aid Flexi', 'Mutual Aid Guarantee Benevolent Fund', 'Mutual Aid Loan Deduction', 'Mutual Rural Workers Provident Fund', 'National Mutual Fund', 'National Mutual Fund Property Trust', 'OLD Mutual Aid Flexi Savings Scheme MAF...', and 'Retirement Savings Fund Mutual Aid Asso...'. The 'Mutual Aid Guarantee Benevolent Fund' element is selected in the dropdown.

1. Set the effective date to the first of the payroll month (*for e.g. 01 JAN 2016*)
2. Click on the “Element Name” field
3. Select the appropriate element name from the drop- down list
4. Input the respective entry values (*refer to Sub Section 6.1.2.1 – Adding Deduction Elements Entry Values*)
5. Save

6.1.2.1 ADDING DEDUCTION ELEMENTS ENTRY VALUES

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON

Element Entries Deductions: 01-JAN-2016(TEST-NEW, Mrs. FINANCE)

Period: 1 2016 Calendar Month (01-JAN-2016)

Classification: []

Processing Types:

- Recurring
- Nonrecurring
- Both

Override:

- Additional
- Processed
- Retroactive

Element Name	Processing Type	Costing	Reason	[]	Effective Dates From	To
Paye	Recurring				01-JAN-2016	
New Pension Scheme Employee	Recurring				01-JAN-2016	
Civil Service Family Protection Sci	Recurring				01-JAN-2016	
Government General Services Unit	Recurring				01-JAN-2016	
Mutual Aid Guarantee Benevolent	Recurring				01-JAN-2016	

Entry Values (highlighted in red box) Balance Grossup

1. Click on Entry Values

Entry Values: 01-JAN-2016

Pay Value: []

Deduction Amount: 25

Further Entry Information: []

Date Earned: []

Original Date Earned: []

Payee Details: []

Processing Priority: 10500 []

Show Adjustment

2. Input the appropriate deduction amount for third- parties only whereas for statutory deductions, same will be computed automatically according to business rules
3. Save

6.1.2.2 END-DATING AN ELEMENT

A recurring element can be end- dated in the 'Element Entries' window, in case same will no longer be used.

EITHER

HRMIS HRUSER → FASTPATH → ENTRIES EARNINGS → FIND PERSON

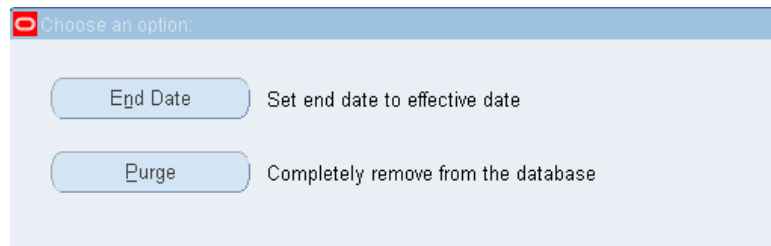
OR

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON

The screenshot shows the 'Element Entries Deductions' window. The 'Processing Types' section has 'Recurring' selected. The 'Effective Dates' table is as follows:

Element Name	Processing Type	Costing	Reason	From	To
Paye	Recurring			29-JUN-2013	
Civil Service Family Protection Sc	Recurring			01-DEC-2015	
Employees Welfare Fund Loan	Recurring			01-DEC-2015	31-DEC-2018
Mutual Aid Guarantee Benevolent	Recurring			01-DEC-2015	
Mutual Aid Loan Deduction	Recurring			01-DEC-2015	
New Pension Scheme Employee	Recurring			01-DEC-2015	
Police Welfare Association Contrib	Recurring			01-DEC-2015	
Surgical Scheme	Recurring			01-DEC-2015	
National Mutual Fund	Recurring			11-AUG-2016	
Refund Of Advance Bicycle	Recurring			01-JAN-2017	
Refund Of Advance Interest Bicycl	Recurring			01-JAN-2017	

1. Set effective date to the date on which the element will be end- dated (e.g. 31-DEC-2018)
2. Press 'Ctrl + F11' on your keyboard
3. Select the element to be end- dated
4. Click on the delete icon
5. Click 'Yes' on pop- up box

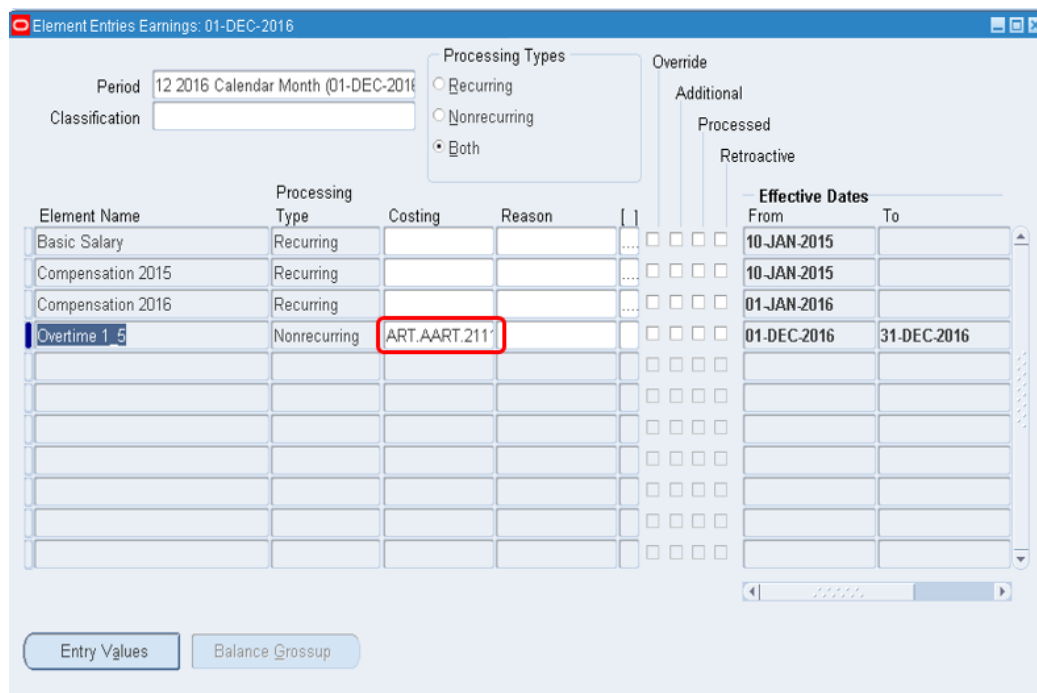


6. Click on 'End Date'
7. Save
8. Press 'Ctrl + F11' on your keyboard to re- query elements

6.1.2.3 DEPARTMENTAL WARRANTS (COSTING)

In case payment elements are to be effected against departmental warrants, the costing details should be input.

HRUSER → FASTPATH → ENTRIES EARNINGS → FIND PERSON



1. Click on the Costing field

Cost Allocation Flexfield

Ministry/ Cost Centre: ART Art and Culture

Vote/ Sub Vote: AART ADV - Arts/Culture Div

Economic Classification: 21111100 Overtime

ID Code: MOF Ministry of Finance and Economic Development

Analysis: ABOVTTEC Overtime -Technical staff

Activity/ Project: G0054 ART- e-Government Projects - Digitisation of the Archives

Miscellaneous:

Type: C Capital Expenditure

Reporting Entity:

Buttons: OK, Cancel, Clear, Help

2. Fill in the details by selecting the appropriate value from the drop-down list
3. Click 'OK'
4. Save

6.1.2.4 ELEMENTS CAPTURED AFTER CUT OFF DATE

If there are allowances that needs to be paid after cut-off date such as Overtime, same has to be recorded in next month for processing, by setting the effective date to the first of the next payroll month (for e.g. Capturing elements on 29 January 2016 to be paid in February payroll, set effective date to: 01 FEB 2016).

7.0 VALIDATION

The System provides for validation of all changes made to an employee's data prior to using the data in further transactions. The validation is carried out by an officer having Supervisor role in the System.

Prior to validation, the Supervisor must run the two Reports mentioned below to know what changes have been effected by the User:

- MCS Employee Summary Validation Report
- MCS Employee Detailed Validation Report

7.1 MCS EMPLOYEE SUMMARY VALIDATION REPORT

The Report contains a summary of the changes made to the employees' records by the User.

HRMIS HRSUPERVISOR ➔ PEOPLE ➔ ENTER AND MAINTAIN ➔ VIEW ➔ REQUESTS

Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

1. Click on Submit a New Request

Submit a New Request

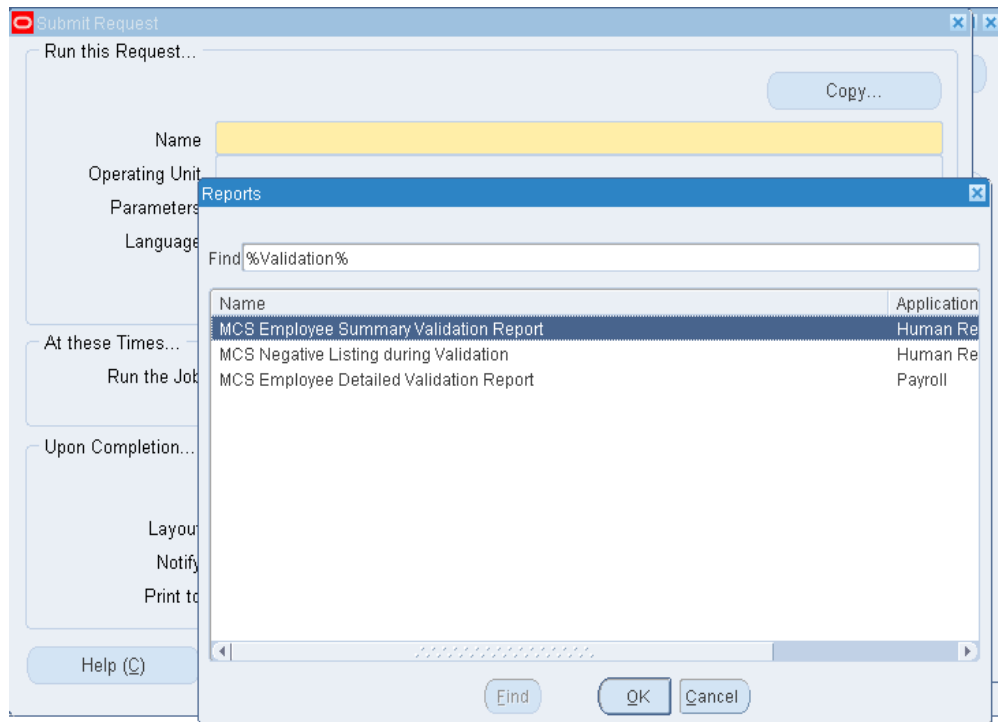
What type of request do you want to run?

Single Request
This allows you to submit an individual request.

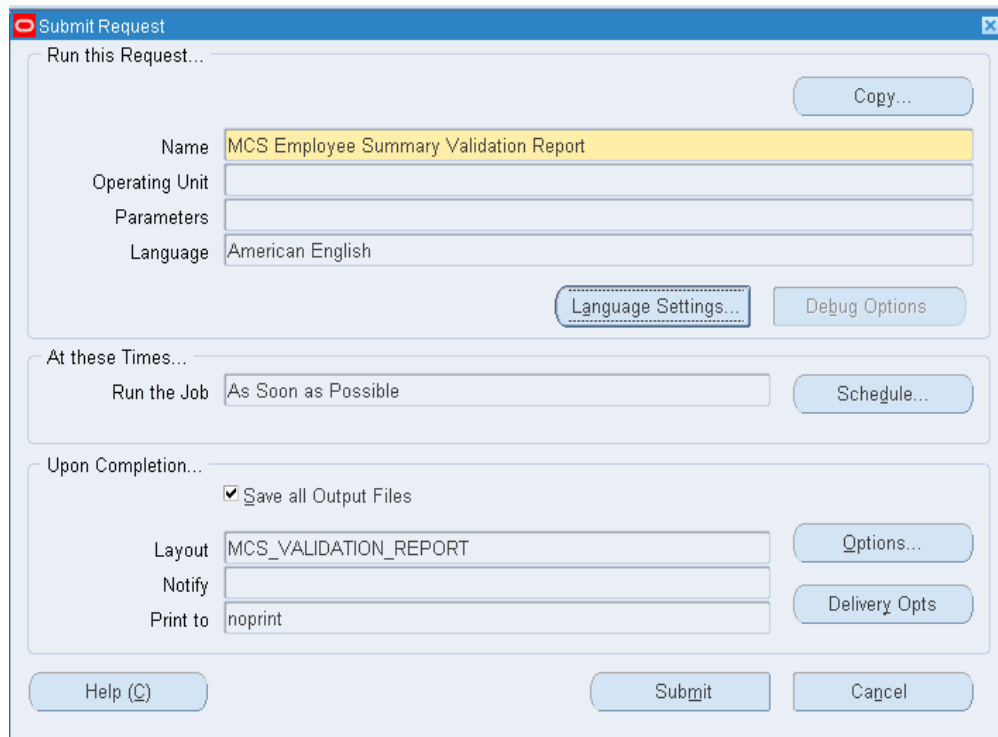
Request Set
This allows you to submit a pre-defined set of requests.

OK Cancel

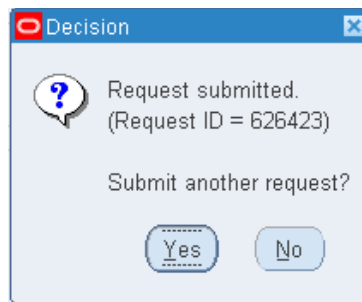
2. Click on 'OK'



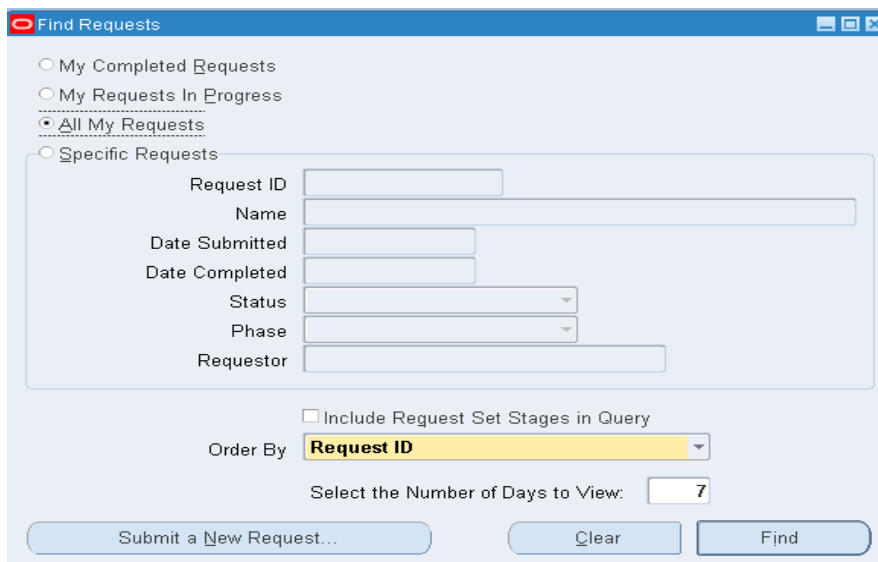
3. Click on dropdown icon on Name field
4. Query the Report by entering a short name with percentages sign, e.g. %Validation%
5. Click on 'Find'
6. Select the report (In this case, it is MCS Employee Summary Validation Report)
7. Click 'OK'



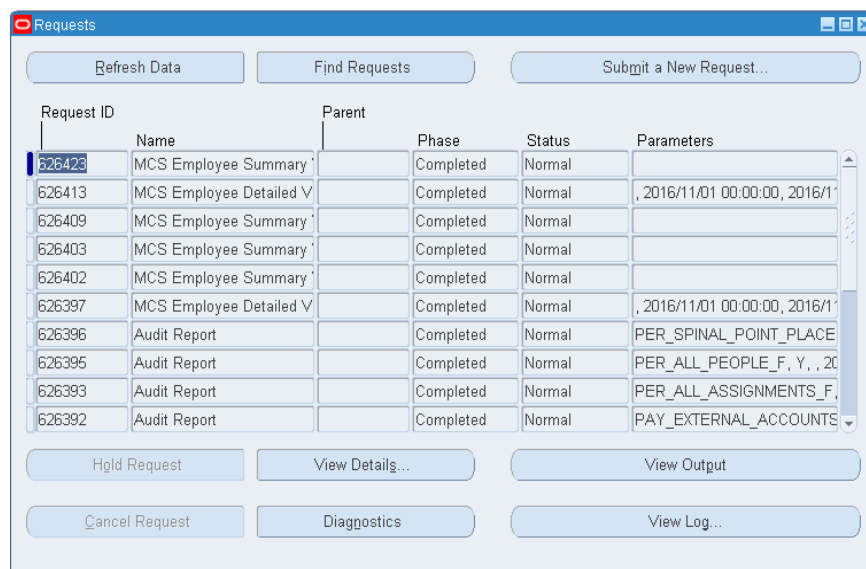
8. Click on **'Submit'**
9. Click on **'OK'** (the parameters are defined as default and do not have to be input)



10. Click on **'No'**



11. Click on **'Find'**



12. Click on 'Refresh Data'
13. Click on 'View Output'

The report will be opened in another window in the PDF format and will be as follows:

[Employee Validation Report- Summary](#)

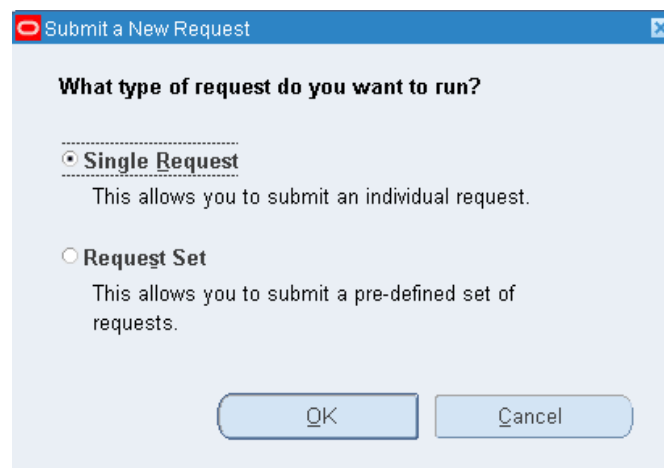
No	National Identifier	Employee Name	Ministry / Division	Validation Flag
1			Ministry Of Finance And Economic Development	N
2			Ministry Of Finance And Economic Development	N
3			Ministry Of Finance And Economic Development	N

7.2 MCS EMPLOYEE DETAILED VALIDATION REPORT

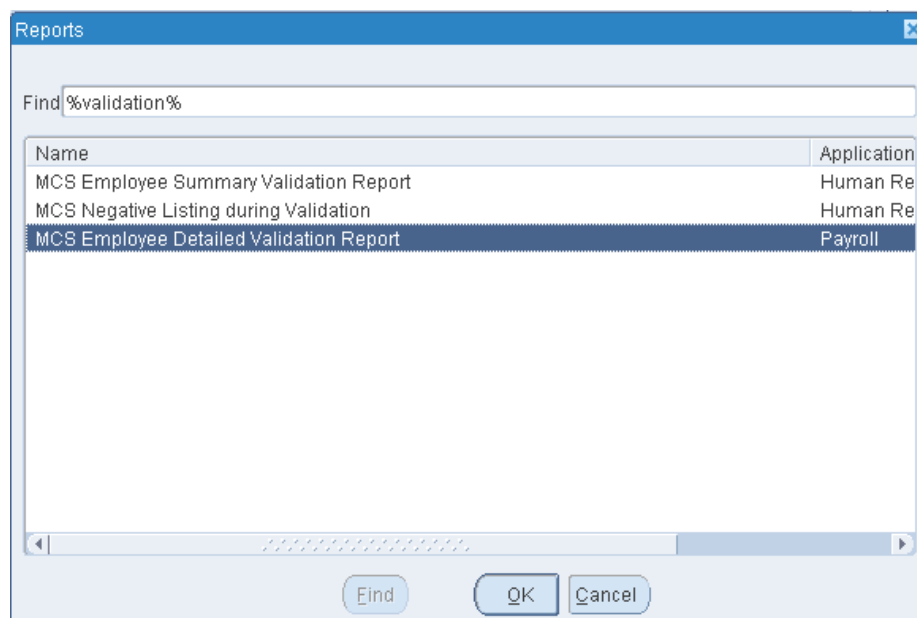
The Report contains detailed information about the changes made to an employee records, showing the old record as well as the new one.

HRMIS HRSUPERVISOR → PEOPLE → ENTER AND MAINTAIN → VIEW → REQUESTS

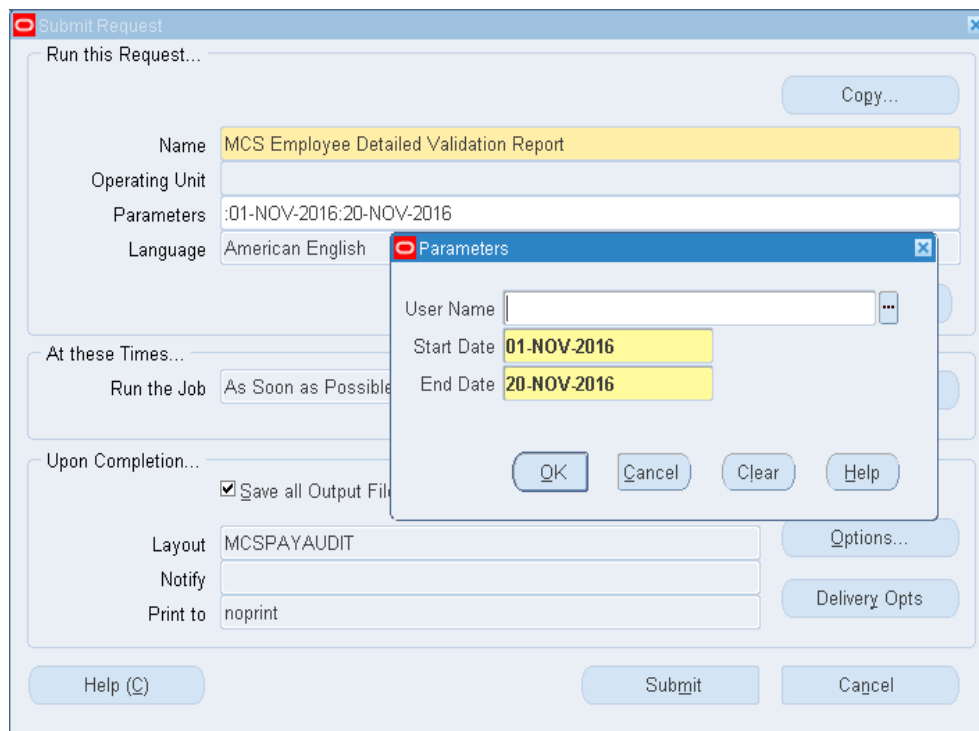
1. Click on Submit a New Request



2. Click on OK



3. Click on dropdown icon on Name field
4. Query the Report by entering a short name with percentages sign, e.g. %Validation%
5. Click on **'Find'**
6. Select the report (In this case, it is MCS Employee Detailed Validation Report)
7. Click **'OK'**

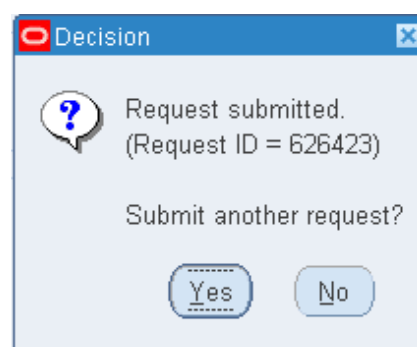


8. Fill in the Parameters as shown above

Note:

- If the Supervisor wants to view changes made by a particular User, he/ she can input the User Name of that officer
- The Start Date and End Date refer to the period that changes have been done.

9. Click on **'Submit'**



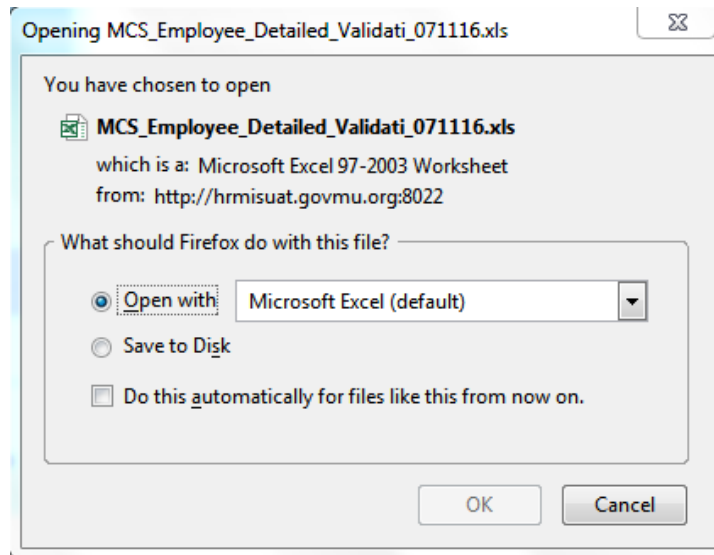
10. Click on **'No'**

11. Click on **'Find'**

Request ID	Name	Parent	Phase	Status	Parameters
627180	MCS Employee Detailed V		Completed	Normal	, 2016/11/01 00:00:00, 2016/1
627118	MCS Employee Detailed V		Completed	Normal	, 2016/11/01 00:00:00, 2016/1
627117	MCS Employee Detailed V		Completed	Normal	, 2016/11/01 00:00:00, 2016/1
626423	MCS Employee Summary		Completed	Normal	
626413	MCS Employee Detailed V		Completed	Normal	, 2016/11/01 00:00:00, 2016/1
626409	MCS Employee Summary		Completed	Normal	
626403	MCS Employee Summary		Completed	Normal	
626402	MCS Employee Summary		Completed	Normal	
626397	MCS Employee Detailed V		Completed	Normal	, 2016/11/01 00:00:00, 2016/1
626396	Audit Report		Completed	Normal	PER_SPINAL_POINT_PLACE

12. Click on **'Refresh Data'**

13. Click on **'Output'**



14. Choose whether you want to open or save the file

15. Click on 'OK'

The report in Microsoft Excel format will be as follows:

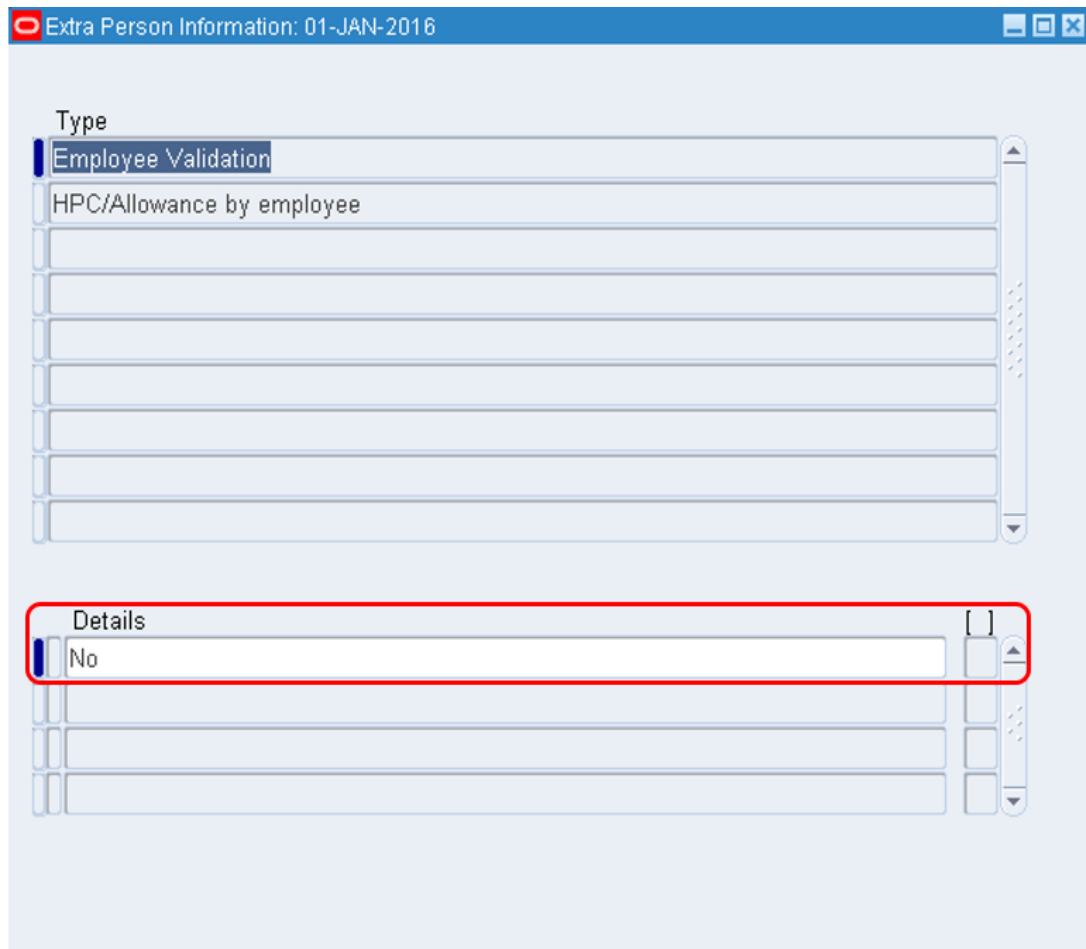
	A	B	C	D	E	F	G	H	I
1	MCS Employee Validation Report -- Detailed								
2									
3	Report Date	7-Nov-16	User	FJOHN					
4	PER_ALL_ASSIGNMENTS_F								
6	Employee Number	Full Name	Modified By	Date Modified	Transaction	Trx Type	Column Name	Old Value	New Value
9	123	Simon	FJOHN	04-NOV-2016 03:03:08 PM	UPDATE	INSERT	ASSIGNMENT STATUS TYPE ID	In Post	On Leave Without Pay
10	745	Rita	FJOHN	04-NOV-2016 03:03:08 PM	UPDATE	INSERT	ASSIGNMENT STATUS TYPE ID	In Post	On Leave Without Pay
255	PER_ALL_PEOPLE_F								
257	Employee Number	Full Name	Modified By	Date Modified	Transaction	Trx Type	Column Name	Old Value	New Value
258	662	Jim	FJOHN	04-NOV-2016 03:01:54 PM	UPDATE	INSERT	FIRST_NAME		
259	662	Jack	FJOHN	04-NOV-2016 03:01:54 PM	UPDATE	INSERT	FIRST_NAME		
260	662	Pierre	FJOHN	04-NOV-2016 03:01:54 PM	UPDATE	INSERT	FIRST_NAME		
261	662	Neil	FJOHN	04-NOV-2016 03:01:54 PM	UPDATE	INSERT	FIRST_NAME		
334	PER_SPINAL_POINT_PLACEMENTS_F								
336	Employee Number	Full Name	Modified By	Date Modified	Transaction	Trx Type	Column Name	Old Value	New Value
337	3709	Kim	FJOHN	04-NOV-2016 03:03:48 PM	UPDATE	INSERT	STEP_ID	42	45
338	3709	Tim	FJOHN	04-NOV-2016 03:03:48 PM	UPDATE	INSERT	STEP_ID	42	45

It provides all the changes/ updates made to the People Screen, Assignment Screen as well as the Spinal Point (which refer to the Grade Step- Point)

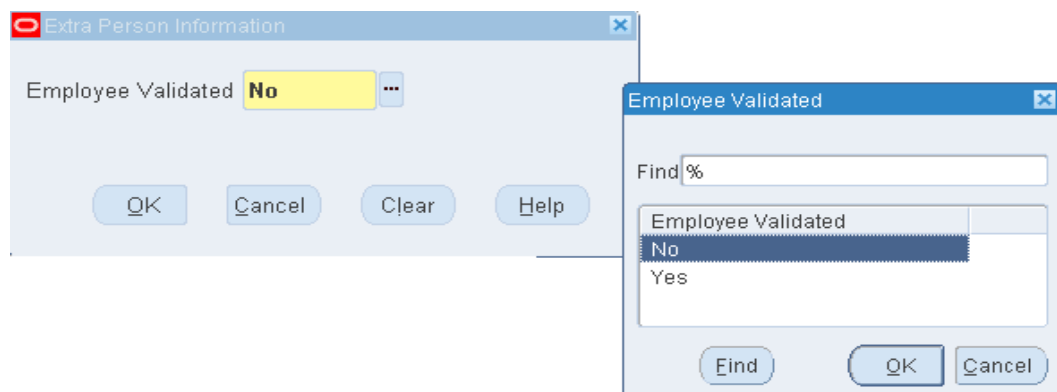
7.3 EMPLOYEE VALIDATION

After verification of the changes/updates, the user assigned as **HRMIS HRSUPERVISOR** should validate the employee. After any changes/updates, the validation flag is set to 'No'.

HRMIS HRSUPERVISOR ➔ FASTPATH ➔ PERSON EXTRA INFORMATION



1. Select Employee Validation
2. Click on Details (As shown in red box above)



3. Click on the drop-down
4. Select Yes
5. Click Ok and then Save

8.0 QUICK PAY AND PAYROLL RUN BY ORGANIZATION

After inputting the relevant element entries and validation in HRMIS is done, Quick Pay and Payroll Run by Organization can be run so as to view and verify the amount computed by the system.

All QuickPays run for verification purposes ***should be deleted*** and Payroll run by Organization generated ***should be roll back prior to cut off date*** to be set as per Treasury circular for Central Processing of Payroll.

8.1 QUICK PAY

Quick Pay is run for individual employee.

EITHER

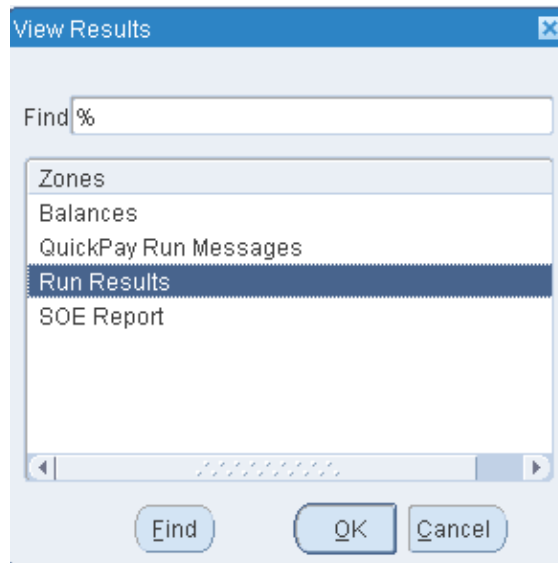
HRMIS FINANCE USER → QUICK PAY → FIND PERSON

OR

1st Option: HRMIS HRUSER → FAST PATH → QUICK PAY → FIND PERSON

2nd Option: HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT → OTHERS
→ QUICKPAY

1. Set effective date of the appropriate payroll month (e.g. 01-Dec-2016)
2. Alter the 'Date Paid' and 'Date Earned' for the same payroll month (e.g. 26-Dec-2016)
3. Click on icon 'Save'
4. Click on 'Start Run' (The status "Unprocessed" will change to "Complete")
5. Click on 'View Results'



6. Click on “Run Results” and “OK”

Element Name	Classification	Output Currency	Modified	Units	Pay Value
Compensation 2015	Earnings	MUR		Money	600.00
Basic Salary	Earnings	MUR		Money	16400.00
Compensation 2016	Earnings	MUR		Money	150.00
Refund of Bus Fares	Supplemental Earn	MUR		Money	2000.00
Paye	Tax Deductions	MUR		Money	0.00
Government General	Voluntary Deductio	MUR		Money	25.00

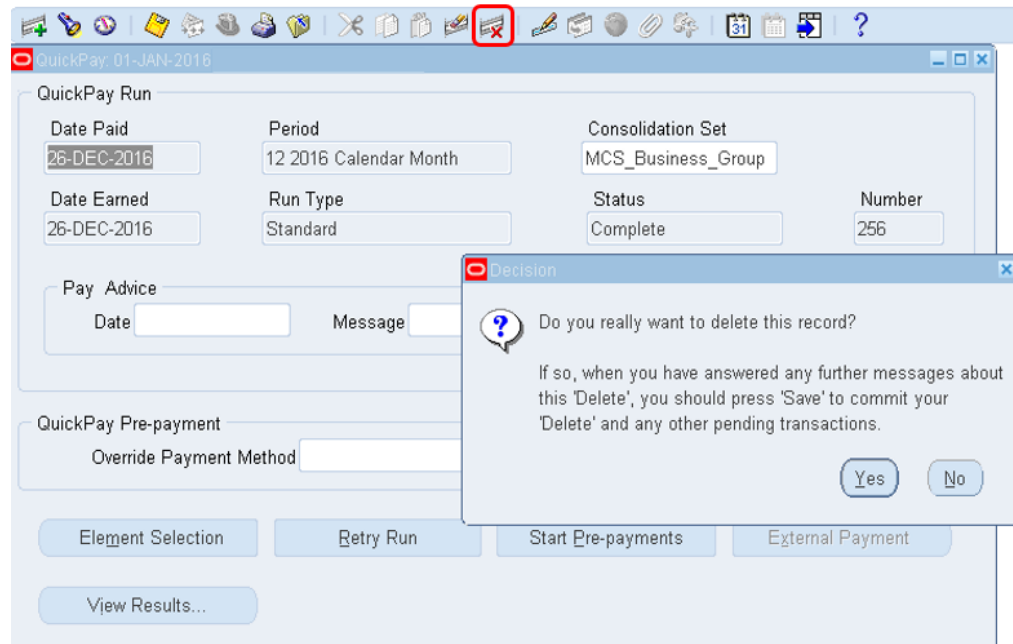
Run Result Values

Note:

- If the Quick Pay Run itself displays ‘*In Error*’ or ‘*Marked for Retry*’, choose the ‘**Retry Run**’ button to run the process again.
- If there are inconsistencies in the QuickPay Run Result, click on ‘*QuickPay Run Messages*’ under View Result Screen to view the error.

8.1.1 DELETING QUICK PAY

To delete a Quick Pay, go to the Quick Pay screen.

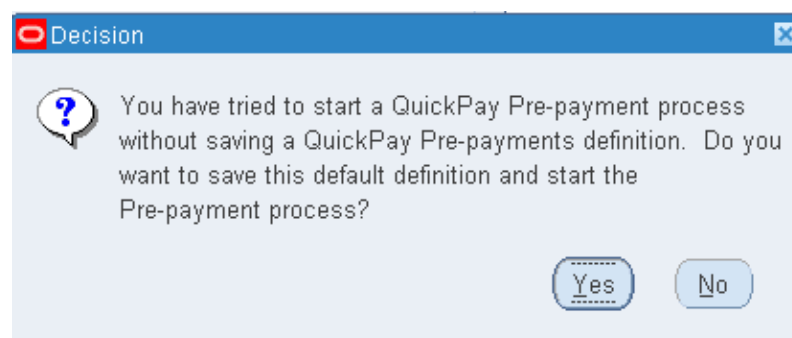


1. Click on **'Delete'** icon
2. Click **'Yes'** on the Decision window
3. Click on **'Save'** icon

8.1.2 MANUAL PAYSHEET

For manual pay sheet (*frequency to be set up by The Treasury*), quick pay has to be run as per normal process (*Refer to the above Section 8.1 – QuickPay*)

1. Click **'Start Pre-payments'**



2. Click **'Yes'**

Note:

For Manual Pay Sheet, the Quick Pay and Pre-payments process **should not be deleted** prior to Central Payroll Run.

8.2 PAYROLL RUN BY ORGANISATION

Payroll Run by Organization enables the system to compute the payment and deduction amounts for the whole organization.

EITHER

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → VIEW → REQUESTS

OR

HRMIS FINANCE SUPERVISOR → SUBMIT PROCESSES AND REPORTS (*this will directly lead to the "Submit a New Request" screen*)

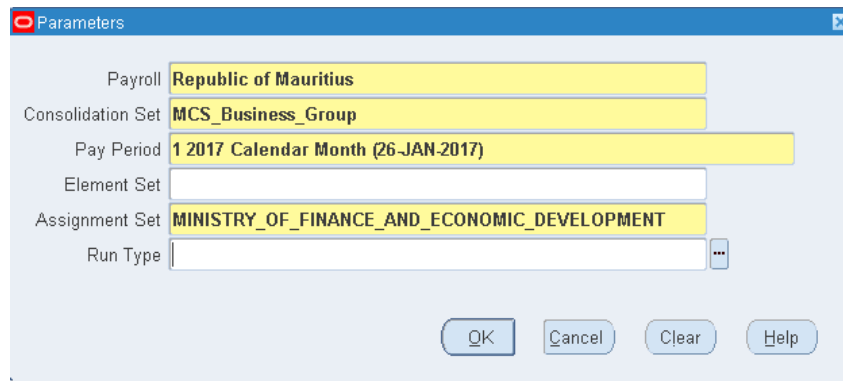
The screenshot shows the 'Submit Request' dialog box with the following fields and options:

- Run this Request... (Copy... button)
- Name (highlighted in yellow)
- Operating Unit
- Parameters
- Language
- At these Times... (Run the Job)
- Upon Completion... (Layout, Notify, Print to)
- Buttons: Help (C), Submit, Cancel

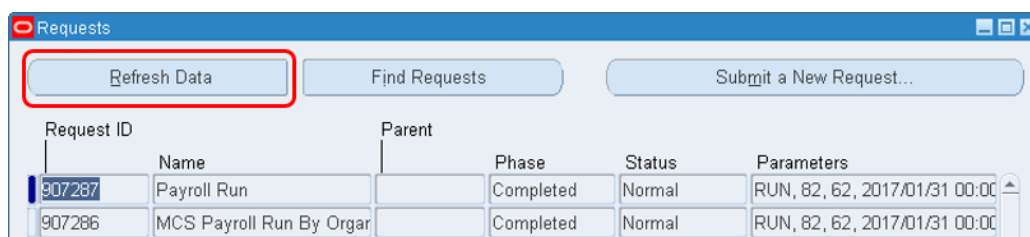
The 'Reports' dialog box is open, showing a search for '%MCS%payroll%run%' and a list of reports:

Name	Application
MCS Payroll Run	Payroll
MCS Payroll Run By Assignment Set	Payroll
MCS Payroll Run By Organizations	Payroll

1. Click on drop- down icon on 'Name' field
2. Query the Report by entering a short name with percentages sign (e.g. %MCS%payroll%run%)
3. Click on 'Find'
4. Select the appropriate report name (e.g. MCS Payroll Run By Organizations)
5. Click 'OK'



6. Fill in the mandatory fields in the Parameters screen as per above
7. Click 'OK' and then on 'Submit'

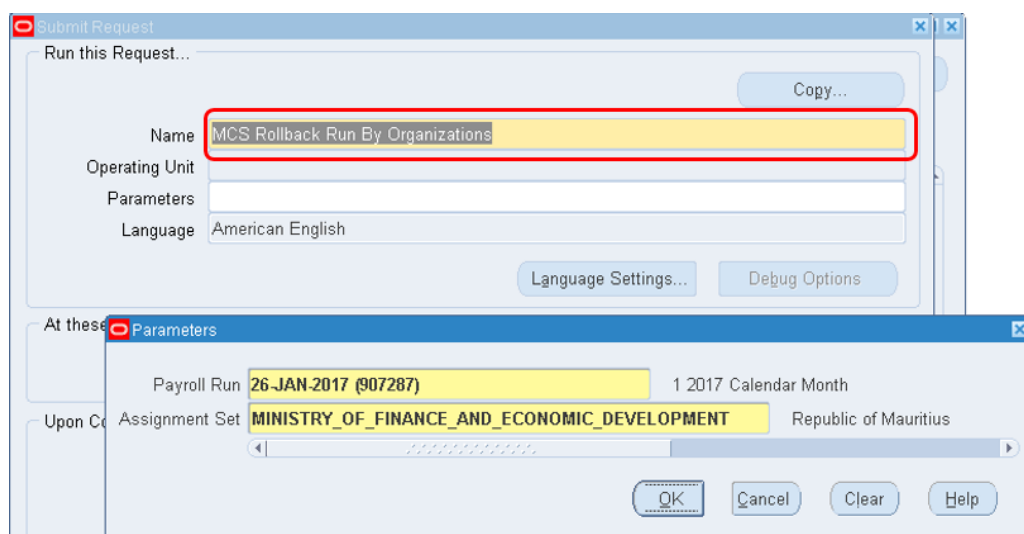


8. Click on 'Refresh Data' until the Phase is 'Completed' and Status is 'Normal'

Note:

In case, the Status displays "Warning", Click on "View Output" to verify why the process did not run successfully (For e.g. the reasons could be: Employees not validated or Quick Pay run has not been deleted).

8.2.1 ROLL-BACK PAYROLL RUN BY ORGANISATION



1. Select "MCS Rollback Run By Organizations"

2. Fill in the Parameters screen accordingly
3. Click '**OK**'
4. Click '**Submit**'
5. Click '**No**' on the Decision screen
6. Click '**Find**'
7. Click on '**Refresh Data**' until the Phase is '*Completed*' and Status is '*Normal*'

8.3 RECONCILE PAYROLL

After the MCS Payroll Run by Organization process is completed, the Reconciliation and Variance Reports can be generated for payroll verification and reconciliation. It is a process to reconcile variances on the current month payroll against that of the previous month.

9.0 TERMINATION

If an employee is leaving the Public Service, his/her records need to be terminated in the Terminate window. The ex-employee's records remain in the application. Those employees can be reinstated, or rehired,

The Final Process date is the last date on which you can process payments for a terminated employee. To process unanticipated late payments or to make corrections, you can change the Final Process date, provided the new date does not conflict with other information held for the employee.

The termination can also be reversed thus reinstating elements assigned to the employee prior to termination action being taken.

9.1 TERMINATING AN EMPLOYMENT

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → END EMPLOYMENT

Scenario:

Assuming that an employee will retire from the service on 26th October 2017.

To terminate the employment of the employee:

1. Select 'Leaving Reason' from the drop down list
2. Enter the appropriate 'Termination Dates' (Refer to table below)

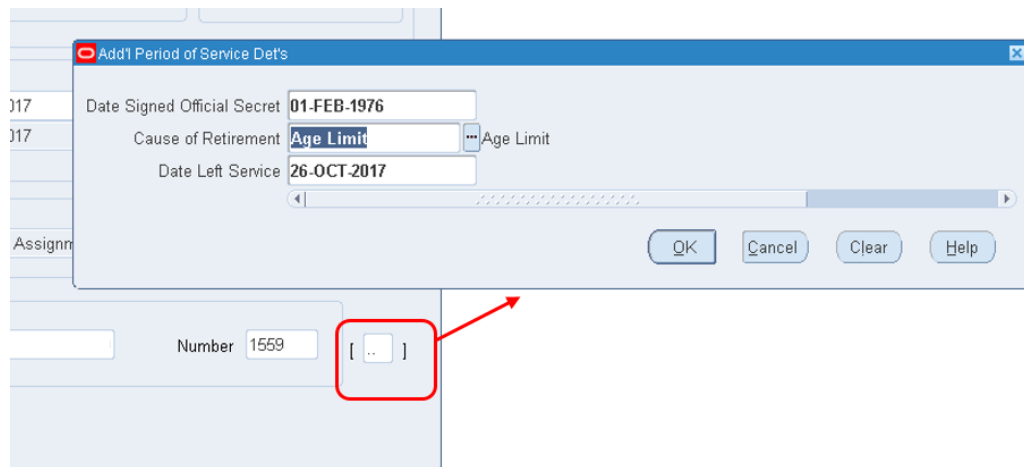
Notified	Date the employee informs HR department
Projected	Date the employee plans to leave
Actual date	Date the employee left really (could be different from Projected date)
Last Standard Process	Last date for normal processing of payroll (usually end of the month employee is leaving)
Final Process	Only in case of <i>Resignation</i> , the date should be set to the end of month employee is leaving the service, otherwise should be set to 31 Dec 20.. to allow processing for End of Year Bonus

3. Fill in the 'Termination Accepted By' fields
4. Click on '**Terminate**' and Save

Note:

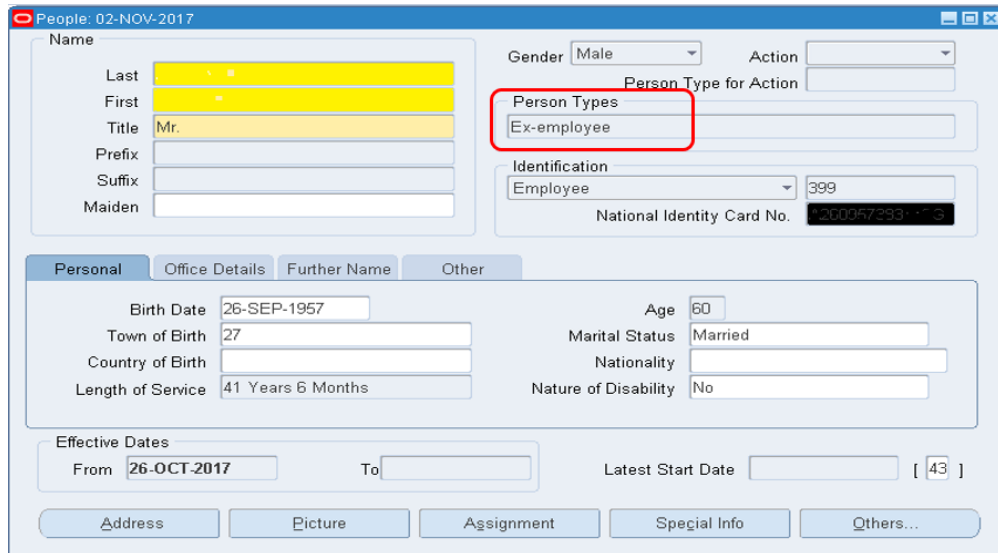
The Length of Service displayed does not take into account break in service. For the correct length of service, refer to *length of service* on *People Screen*.

9.1.1 ADDITIONAL TERMINATION DETAILS



1. Click on the flexfield at the right bottom of the End Employment window
2. Enter the additional information
3. Click 'Ok' and Save

9.1.2 VIEW THE CURRENT STATUS OF THE EMPLOYEE IN THE PEOPLE SCREEN



Date	Person Type (as displayed in the system)
Prior to 25 October 2017	Employee
25 October 2017	Employee
After 25 October 2017	Ex- employee

9.2 REVERSING A TERMINATION

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAN → OTHERS → END EMPLOYMENT

If an employee decides not to leave, or the date of leaving changes, the termination can be cancelled. Any nonrecurring element entries that were deleted for processing periods after the termination date cannot be automatically restored, these must be restored manually.

The screenshot shows the 'Terminate: 01-JAN-201' window. The 'Date Start' is 21-JAN-1976 and the 'Leaving Reason' is Retirement. The 'Length of Service' section shows 'This Service' and 'Total Service' with values 39 and 11. The 'Termination Dates' section includes 'Notified' (10-OCT-2017), 'Projected' (20-OCT-2017), 'Actual' (25-OCT-2017), and 'Last Standard Process' (31-OCT-2017). The 'Person Type and Assignment Status for Terminated Employee' section shows 'Type' as Ex-employee and 'Status' as Terminate Assign. The 'Termination Accepted By' section has 'Date' 01-APR-2016 and 'Name' and 'Number' fields. At the bottom, the 'Reverse Termination' button is highlighted with a red box. A 'Caution' dialog box is overlaid on the screen, containing a warning icon and the text: 'Click OK to clear the termination details. Otherwise, click Cancel.' with 'OK' and 'Cancel' buttons.

To cancel a termination:

1. Click on the '**Reverse Termination**' button
2. Click on '**OK**'
3. The person type will return back to "Employee"

9.3 SUSPENSION

9.3.1 SUSPENDING AN EMPLOYEE

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT

An assignment can be suspended using the Assignment Screen. For example, an employee's Assignment will be suspended in cases of Disciplinary Actions.

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → ASSIGNMENT → OTHERS → EXTRA INFORMATION → LWP/SUSPEND

Extra Assignment Information: 01-APR-2017(Wayne, Mrs. Mary Bill)

Type

CS Attached To

Driver Attached To

Known As Consultant

LWP/Suspend

Number of Working Days- Printing Department Only

Extra Assignment Information

Status **Suspended from Work** Suspended from Work

Start Date **01-APR-2017**

End Date **02-APR-2017**

OK Cancel Clear Help

Others...

To suspend an employee:

1. Fill in the LWP/Suspend EIT in the assignment screen
2. Select “*Suspended from Work*” in status
3. Input the start and end date of the suspension
4. Click ‘OK’
5. Save on the EIT window

Assignment: 01-APR-2017(Wayne, Mrs. Mary Bill)

Organization **MINISTRY OF CIVIL SERVICE AND ADMIN** GroupPR101....

Job Management Support Officer

Salary Code 08.035.062 Payroll Republic of Mauritius

Location 6th Floor, New Government Centre, Port Lou Status **Suspended from work**

Assignment Number 5197

Assignment Category Employee Capacity Substantive

Salary Information Supervisor Probation & Notice Period Standard Conditions Miscellaneous Special Ceiling

Salary Basis **Employee**

Review Salary Every [] [] Review Performance Every [] []

Effective Dates From 01-APR-2017 To [] []

Others...

6. On the assignment screen, set the effective date to the date on which the employee will be suspended
7. Change the assignment status to “*Suspended from work*”
8. Save and Update

9.3.2 TERMINATING A SUSPENSION

Assignment: 03-APR-2017 (Wayne, Mrs. Mary Bill)

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
Job: Management Support Officer
Salary Code: 08.035.062
Location: 6th Floor, New Government Centre, Port Lou

Group:PR101....
Payroll: Republic of Mauritius
Status: In Post

Assignment Number: 5197
Assignment Category: [Dropdown]
Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

Review Salary: Every [] []
Review Performance: Every [] []

Effective Dates: From 03-APR-2017 To [] []

Others...

The employee was suspended from 01 April 2017 to 02 April 2017 :

1. Set the effective date to the date on which the suspension will be terminated, that is, 03 April 2017
2. Change the assignment status to "In Post"
3. Save and Update

10.0 CONTRACT EMPLOYEE

10.1 CREATE A CONTRACT EMPLOYEE

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN

The screenshot shows the 'People' screen for a contract employee. The main window displays the following details:

- Name:** Last: WALKER, First: JOHN, Title: Mr.
- Gender:** Male
- Action:** Create Emplo...
- Person Type for Action:** Contract
- Personal Details:** Birth Date, Town of Birth, Country of Birth, Length of Service, Age, Marital Status, Nationality, Nature of Disability.
- Effective Dates:** From 15-APR-2017, To: [empty], Latest Start Date: [empty]

A 'Person Types' dialog box is open, showing a list of person types with 'Contract' selected. The dialog box has 'Find%' at the top and 'End', 'OK', and 'Cancel' buttons at the bottom.

Enter details in the People screen:

1. Set effective date to the date the contract starts
2. When selecting ACTION → CREATE EMPLOYMENT, person types is "Contract"
3. Input all the personal details in the different fields, tabs and flexfield of the people screen

The screenshot shows the 'People' screen with the 'Additional Personal Details' dialog box open. The dialog box contains the following fields:

- PF Number
- PC Number
- Tax Account Number
- Date Joined Service: 15-APR-2017
- Date of First Appointment
- Date of Confirmation
- Date of Substantive
- PAYE Employment Status: FIRST
- PAYE Employment Status Date: 15-APR-2017
- Years of Service at Migration
- Break in Service
- Date Signed Official Secrets
- Departmental Number

The 'Effective Dates' section in the background is also highlighted, showing 'From 15-APR-2017'.

4. The Date Joined Service in the Additional Personal Details flexfield is the Date the contract starts
5. Save your work

Assignment: 15-APR-2017 (WALKER, Mr. JOHN)

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
 Job: Adviser
 Salary Code: DP.D5.2R
 Location: 8th Floor, New Government Centre, Port L...

Group:
 Payroll: Republic of Mauritius
 Status: In Post

Assignment Number: 5204
 Assignment Category:
 Employee Capacity: Contract

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Contract

Review Salary: Every
 Review Performance: Every

Effective Dates: From 15-APR-2017 To [.]

Others...

Enter details in the Assignment screen:

1. Effective date is the date the contract starts
2. Input the details in the different fields
3. Input the salary code which is "DP.D5.2R" for all contract employees and "MI.NO.3P" for Ministers. To select the salary code:
 - a. Enter "%"
 - b. Click 'Find'
 - c. Enter "%DP%"
 - d. Click 'Find'
4. Employee Capacity: "Contract"
5. Salary Basis: "Contract"
6. Save

10.2 ADDING CONTRACT DETAILS

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHER → CONTRACT

To add contract details:

1. Set your effective date to the start date of the contract
2. Enter the Contract Reference in the 'Reference field'
3. Set the 'Status' field to "Active"
4. Select Type of Contract
5. Enter additional information as above as applicable

6. Enter the 'Start Date of Contract' in the flexfield: Additional Contract Details Screen
7. Click OK and Save

10.3 RENEWAL OF CONTRACT

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → CONTRACT

The contract is renewed for another one year as from 15 April 2018.

To renew the contract:

1. Change effective date to 15 April 2018
2. Update the flexfield additional contract details as below:

Satisfactory 12 Month Service	If the employee’s work was satisfactory during the one year contract, select ‘Yes’ else select ‘No’.
Gratuity Paid	Select ‘Yes’
Period Gratuity Paid	Start to end date of the contract
Renewal of Contract	Select ‘Yes’
Date of Renewal of contract	The date, month, and year the contract is being renewed

3. Save and Update
4. The first contract starts from 15 April 2017 and ends on 14 April 2018. When querying the contract as from 15 April 2018, you will notice the start of a new contract

10.3.1 ADDING ELEMENT GRATUITY

HRMIS HRUSER → FASTPATH → ENTRIES EARNINGS

Element Name	Processing Type	Costing	Reason	Effective Dates From	Effective Dates To
Gratuity	Nonrecurring			01-APR-2018	30-APR-2018
Basic Salary On Contract	Recurring			15-APR-2017	
Compensation 2015	Recurring			15-APR-2017	
Compensation 2016	Recurring			15-APR-2017	

Pay Value

Twelve Months Satisfactor.. Yes

Contract Reference TEST_CONTRACT

Contract Term

Contract Start Date 15-APR-2017

Contract End Date 14-APR-2018

Contract Early Terminatio..

Loan Details

Excess Annual Leaves Take..

Extra Assistance No

Salary Value Basis

CISD Element Name

CISD Element Code

Num2

Monthly Remuneration Excl..

Further Entry Information

Date Earned

Original Date Earned

Payee Details

Processing Priority 2000

1. Add element "Gratuity"
2. Fill in the entry Values
3. Save
4. Run Quick Pay to verify gratuity

10.3.2 ADDING ELEMENT END OF YEAR BONUS

Element Name	Processing Type	Costing	Reason	Effective Dates From	Effective Dates To
Basic Salary On Contract	Recurring			15-APR-2017	
Compensation 2015	Recurring			15-APR-2017	
Compensation 2016	Recurring			15-APR-2017	
End Of Year Bonus	Nonrecurring			01-DEC-2017	31-DEC-2017

Pay Value

Bonus Split in Emoluments

Salary Wage Drawn for the Year

Annual Salary Wage

At least 6 month service in Cal Year

Interdiction Without Pay Days

Bonus for Acting Eligibility

Contract Reference: TEST_CONTRACT

Bonus Year

Spare Number

Spare Character

Spare Char

Spare Num

Spare Num5

Spare Char2

Further Entry Information

Date Earned

Original Date Earned

Payee Details

Processing Priority: 1500

1. Add element "End of Year bonus"
2. Fill in the entry Values
3. Save
4. Run Quick Pay to verify

10.4 TERMINATING A CONTRACT

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → CONTRACT

The contract is terminated one year after renewal, that is, on 15 April 2019.

To terminate the contract:

1. Change effective date to 15 April 2019
2. Enter the following details:

Satisfactory 12 Month Service	If the employee’s work was satisfactory during the one year contract, select ‘Yes’ or else select ‘No’.
Early Termination Date	Fill in if applicable
Appropriate Termination Notice	Select ‘Yes’ or ‘No’ as applicable
Gratuity Paid	Select ‘Yes’
Period Gratuity Paid	Start to end date of the contract
Renewal of Contract	Select ‘No’

3. Click on ‘OK’
4. Select ‘Update’

5. On the Contract details screen, change the Status to “*Terminate*” and Status Reason to “*Terminated*”
6. Save and Update. When querying on 15 April 2019, you will find that the status is “*Terminated*”
7. Add the element gratuity (*Refer to Section 10.3.1 – Adding Element Gratuity*)

10.5 ENDING EMPLOYMENT OF CONTRACT OFFICER

Upon Contract termination, the employment should be terminated in the End Employment Screen as well.

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → OTHERS → END EMPLOYMENT

The screenshot shows the 'Terminate' screen for employee SMITH, Mr. JOHN. The window title is 'Terminate: 01-JAN-2017(SMITH, Mr. JOHN)'. The form contains the following sections:

- Date Start:** 03-JAN-2015
- Leaving Reason:** Contract Termination
- Length of Service:**
 - This Service: 27 (This Service) / 11 (Total Service)
 - Total Service: 27 (This Service) / 11 (Total Service)
- Termination Dates:**
 - Notified: 10-APR-2017
 - Projected: 10-APR-2017
 - Actual: 10-APR-2017
 - Last Standard Process: 30-APR-2017
 - Final Process: 30-APR-2017
- Person Type and Assignment Status for Terminated Employee:**
 - Type: Ex-employee
 - Status: Terminate Assignm
- Termination Accepted By:**
 - Date: []
 - Name: []
 - Number: []

Buttons at the bottom: Terminate, Reverse Termination

1. Alter effective Date
2. Leaving Reason should be set to “*Contract Termination*”
3. Proceed as per Section 11.1 - TERMINATING AN EMPLOYMENT

11.0 EXCEPTIONS

11.1 ASSIGNMENT SET

Assignment Set is used to group a number of employees for the processing of a particular payment (*E.g. Batch payment of a particular element*)

11.1.1 CREATION OF ASSIGNMENT SET

HRMIS HRUSER → PAYROLL → ASSIGNMENT SET

Assignment Set: 01-JAN-2017

Name: Youth_Officers_Jan17 Payroll: Republic of Mauritius

Criteria Generate Amendment

1. Enter a unique name in the 'Name' field (*NB: There should not be any space in between the name*)
2. Select the appropriate payroll from the drop- down list
3. Click 'OK'
4. Save
5. Click on 'Amendment'

Inc/Exc	Full Name	Assignment Num	Current
INCLUDE	ABBU, Mr. BARLEN	2983	Yes
INCLUDE	DABEE, Mr. NARAINDRA KUMAR	1261	Yes
INCLUDE	PANDEEA, Mrs. PRAVITA RAGGOO	3905	Yes
INCLUDE	ABDOOL GAFFOOR, Mr. AHMAD	1598	Yes

6. Select "INCLUDE" under Inc/Exc Column
7. Select the employees' full names from the drop- down list
8. Repeat process 6 and 7 to include all employees in the set
9. Save
10. Close Assignment Amendments window
11. Click 'Generate'

11.1.2 UPDATING ASSIGNMENT SET

HRMIS HRUSER → PAYROLL → ASSIGNMENT SET

1. Press “F11” on keyboard
2. Query existing assignment set in the ‘Name’ field (E.g. %Youth%)
3. Press “Ctrl+F11”
4. Click ‘Amendment’

Inc/Exc	Full Name	Assignment Num	Current
INCLUDE	ABBANA, Mr. ISHWARDUTH	399	Yes
INCLUDE	YEUNG CHING SING, Mrs. MARIE YAM YOUN KUT KI	1228	Yes
INCLUDE	AHSEEK, Mr. NADEEM	2921	Yes
INCLUDE	Testing, Miss Hema18	5180	Yes

5. Update the Assignment Amendments screen using “INCLUDE” to add more employees on the set or click on ‘Delete’ icon to remove an employee
6. Save
7. Close Assignment Amendments window
8. Click ‘Generate’

11.2 INCREMENT PROCESS

An employee is not eligible for increment if:

- he/she has reached maximum point in a grade
- the Status is set to:
 - Under Suspension
 - Under Interdiction without Pay
 - On Leave without Pay
 - Under Interdiction with Pay
- by default, under Extra Person Information Screen, the field 'Eligible for Increment' is set to "Yes". On the contrary, if manually set to "No", the employee will not be eligible for increment

To run the Increment Process:

VIEW → REQUESTS → SUBMIT A NEW REQUEST → SINGLE REQUEST

Name: "MCS Increment Progression Points"

Parameters: input Effective Date & Organization

The screenshot displays two overlapping windows from a software application. The background window is titled "Submit Request" and contains a "Run this Request..." section with a "Copy..." button. Below this, there are fields for "Name" (containing "MCS Increment Progression Points"), "Operating Unit", "Parameters", and "Language". There are also sections for "At these Times..." and "Upon Completion...". The foreground window is titled "Parameters" and contains several input fields: "Effective Date" (01-JAN-2016), "Report Only Mode", "Organization" (MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REF), "Legal Entity", "Organization Hierarchy", "Organization Top Node", "People Group", "Pay Scale", "Business Rule", "Business Rule Date From", "Business Rule Date To", "Business Rule Year From", and "Business Rule Year To". At the bottom of the "Parameters" window are buttons for "OK", "Cancel", "Clear", and "Help".

Note:

- Once the process completes, the system will move the *Grade Step* of the person to the next one.
- In cases of Deferment of Increment, the process '*MCS Increment Progression Points*' needs to be run individually for each employee concerned before running same for the whole organisation.

The Effective date should be input together with the specific person (as below).

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Effective Date: 14 JAN 2016
- Report Only Mode: (empty)
- Organization: MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
- Legal Entity: (empty)
- Organization Hierarchy: (empty)
- Organization Top Node: (empty)
- People Group:PR101.....
- Pay Scale: (empty)
- Business Rule: (empty)
- Business Rule Date From: (empty)
- Business Rule Date To: (empty)
- Business Rule Year From: (empty)
- Business Rule Year To: (empty)
- Business Rule Dependant Date: (empty)
- Payroll Name: (empty)
- Collective Agreement: (empty)
- Person Name: SMITH, Mr. JOHN

Buttons at the bottom: OK, Cancel, Clear, Help.

11.3 PASSAGE BENEFIT (PB)

Elements for Passage Benefits in the system:

- Passage Benefits Earned Employee
- Passage Benefits Earned Contract
- Passage Benefit Sick Leave Excess
- Passage Benefit Cashed
- Passage Benefit Balance Migration
- Refund of Passage Benefits

11.3.1 NORMAL COMPUTATION

Element Name	Processing Type	Costing	Reason	Effective Dates
Passage Benefits Earned Employ	Recurring			From: 01-JAN-2016 To:

Under Element Entries Earnings Screen, add the Element 'Passage Benefit Earned Employee'. Otherwise, for Contract employees 'Passage Benefit Earned Contract' should be added.

The element selected is recurring, i.e., it will calculate the PB subsequently, on a monthly basis

11.3.2 PB CONCERNING 'INELIGIBILITY DAYS'

Scenario:

- Period of Leave Without Pay: 01 – 18 January 2017
- The ineligibility Days would be: 18 days

Note:

- **[Employees]:** Same would apply for all the other leaves during which an employee does not earn PB.
- **PB Sick Leave Excess:** if an employee has taken Sick Leave in excess of 21 days, for instance 28 days. Add Element 'Passage Benefit Sick Leave Excess', and simply input the number of days in excess (in our scenario: 28 days).
- **[Contract officers]:** do not earn passage benefit during the 21 days annual leave.

Pay Value	
Gross Salary	
Ineligibility Days	
PB Amount	

11.3.3 PB PROBATION

PB is not earned during the 12 months probationary period.

Assignment: 01-JAN-2016(SMITH, Mr. JOHN)

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
 Job: Management Support Officer
 Salary Code: 08.035.062
 Location: 6th Floor, New Government Centre, Port Louis

Group:01.MPID103.0601-004...
 Payroll: Republic of Mauritius
 Status: In Post

Assignment Number: 1758
 Assignment Category:
 Employee Capacity: Probation

Salary Information | Supervisor | **Probation & Notice Period** | Standard Conditions | Miscellaneous | Special Ceiling

Probation Period
 Length: 12
 Units: Months
 End Date: 31-DEC-2016

Notice Period
 Length:
 Units:
 Effective Dates
 From: 01-JAN-2016 To:
 [Ac] Others...

1. Alter effective date to: 01 January 2016
2. Set Employee Capacity to: "Probation"
3. Under Tab *Probation & Notice Period*, capture 'Length' & 'Units' – 'End Date' will be automatically calculated
4. Save

After the End of the Probation Period, the Assignment Details should be updated and the employee will be eligible for PB.

5. Change Effective Date: 01 January 2017
6. Set Employee Capacity to: "Substantive"
7. Under the Tab *Probation & Notice Period*, remove all the details (Length, Units & End Date)
8. Save

11.3.4 CASHING OF PASSAGE BENEFITS

Effective Dates	From	To
	20-JUN-2008	
	01-JAN-2015	
	01-DEC-2015	
	01-DEC-2015	
	01-JAN-2016	
	01-JAN-2016	
	01-JAN-2016	
	01-JAN-2016	
	01-JAN-2016	31-JAN-2016

1. Add element '*Passage Benefit Cashed*' under Element Entries Earnings Screen
2. On the Entry Values Screen, fill in the fields as follows:
 - a. PB Cashed: amount to be cashed
 - b. Voucher No: as generated by TAS
 - c. Passage Benefits Usage: choose as appropriate from the drop down list
 - d. Public Officer: whether the spouse is a public officer or not
 - e. National Identifier Spouse: if yes, state the NID of the spouse

11.3.5 PASSAGE BENEFIT BALANCE MIGRATION

At the time of migration, users (with specific access) have to input the balance of PB.

The element '*Passage Benefit Balance Migration*' under Element Entries Earnings Screen has to be added together with the corresponding input value.

The balance of PB at migration has to be captured and processed only once.

11.3.6 REFUND OF PASSAGE BENEFITS

In case where an employee has to make a refund to the Government of Mauritius.

HRMIS FINANCE USER → ELEMENT ENTRIES DEDUCTIONS

The screenshot displays the 'Element Entries Deductions' window for the period '1 2016 Calendar Mo'. The 'Element Name' list includes 'Refund of Passage Benefits', which is highlighted. The 'Entry Values' section shows the 'Deduction Amount' field highlighted with a red box. The 'Effective Dates' table is as follows:

From	To
20-JUN-2008	
01-DEC-2015	
01-DEC-2015	
01-DEC-2015	
01-JAN-2016	31-JAN-2016

1. Add element '*Refund of Passage Benefits*' under Element Entries Deductions Screen
2. Add the amount to be refunded in the field *Deduction Amount*

11.4 PRORATION

Proration can be done at **Assignment Level** and **Element Entries Level**.

11.4.1 ASSIGNMENT LEVEL

Scenario:

An employee who joins the service in the middle of month (ex: 15 June 2016).

HRMIS HRUSER → ENTER AND MAINTAIN → PEOPLE → ASSIGNMENT

Remarks for this scenario:

- as shown in Annotation 1 above, the Start Date of the Assignment corresponds with the Date Joined Service of the employee; and
- the proration is done automatically for all Elements (Earnings/Deductions) attached to this particular employee while processing Payroll for the month of June.

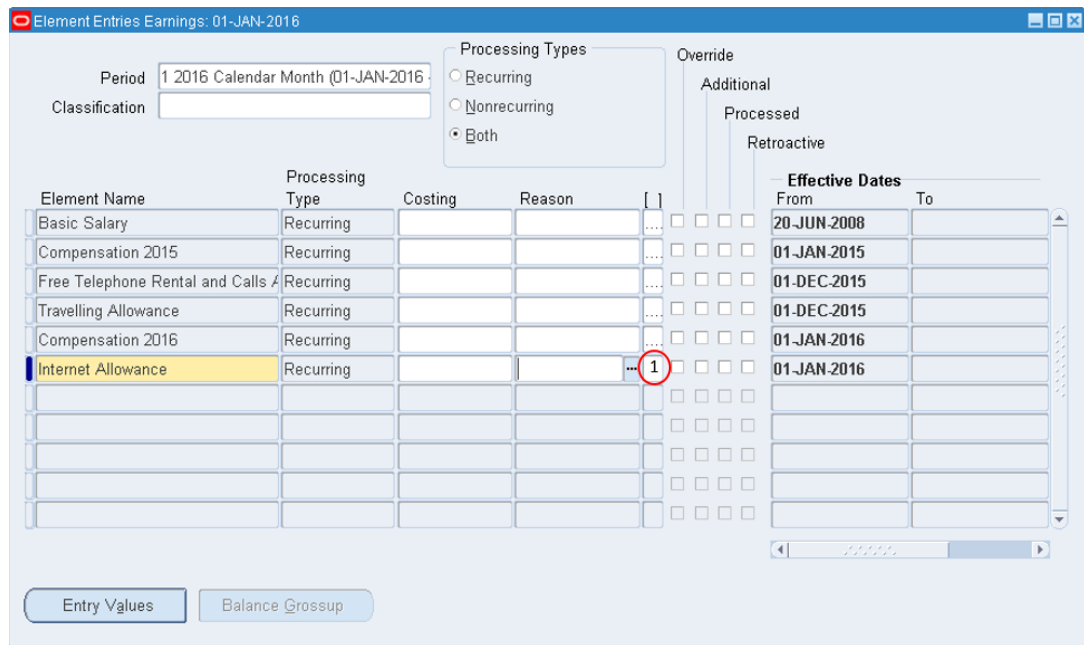
11.4.2 ELEMENT ENTRIES LEVEL:

ELEMENT ENTRIES PATH: HRMIS HRUSER → FASTPATH → ENTRIES EARNINGS

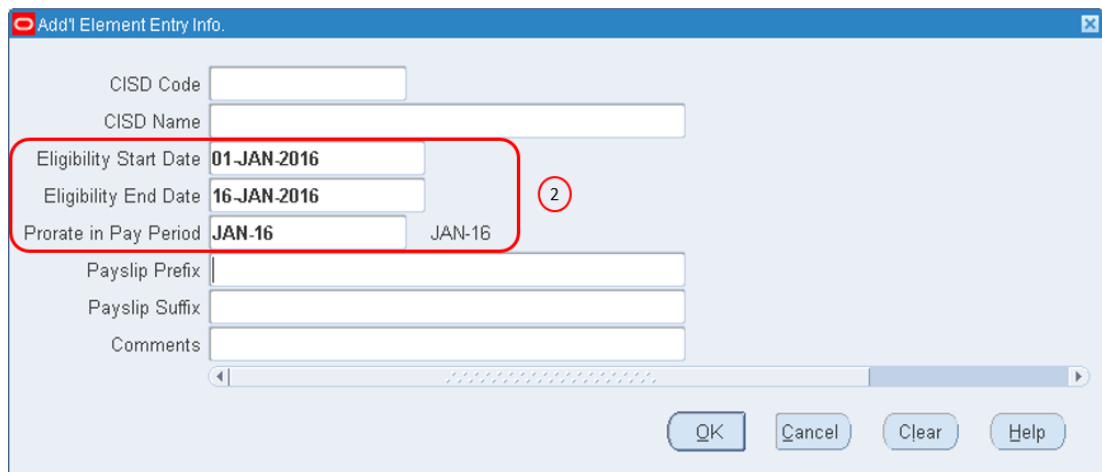
ELEMENT DEDUCTIONS PATH: HRMIS FINANCE USER → ENTRIES DEDUCTIONS

Scenario:

An employee entitled to *Internet Allowance* from 1 to 16 January 2016 for some specific reason. Assuming the Pay Period would be January 2016 itself.



1. Click on Annotation 1 as above to access the *Add'l Element Entry Info Screen*



2. Input all the three dates as appropriate (in our scenario: 1-16 January 2016 – Annotation 2)

Note:

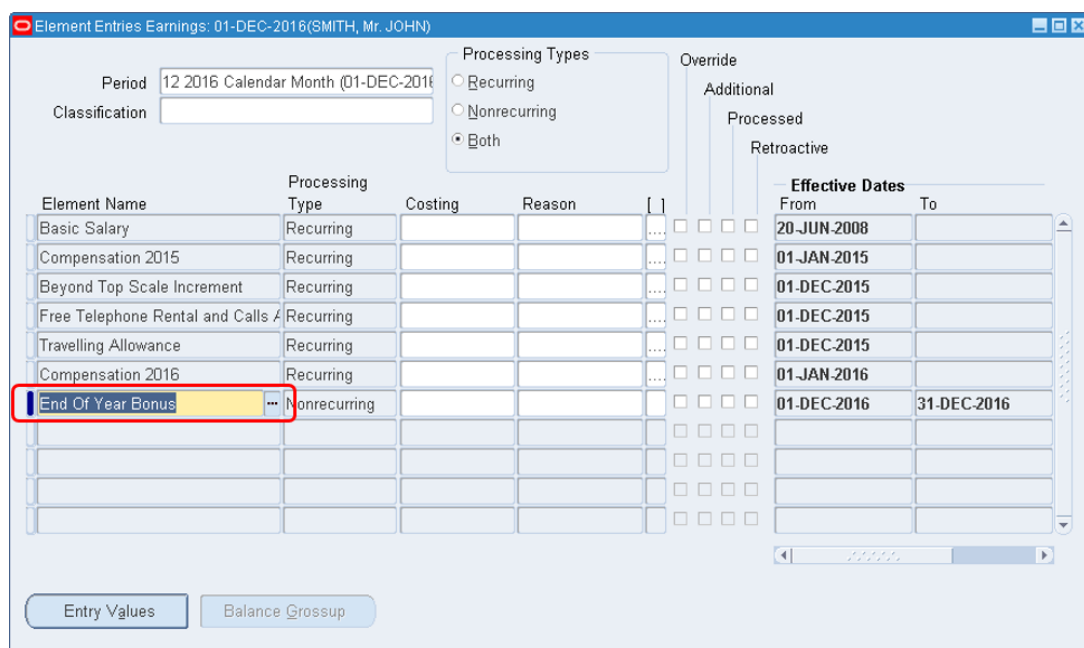
- In case it is a prorated amount for a previous period that needs to be paid, then the Start and End date of proration for a given month must be provided at *Add'l Element Entry Info Screen* of the element entries. However this will be applicable only if the attribute “Prorate in Pay period” = period in which payroll is processed.

11.5 END OF YEAR BONUS

Scenario:

An employee who joins the service on 1 January 2016 and who is entitled to ‘End of Year Bonus’ in December 2016.

Assuming that payroll have already been processed for the months of January to November 2016 for this particular employee, add Element “*End of Year Bonus*” in Element Entries Earnings Screen as shown below:



11.6 FRINGE BENEFIT

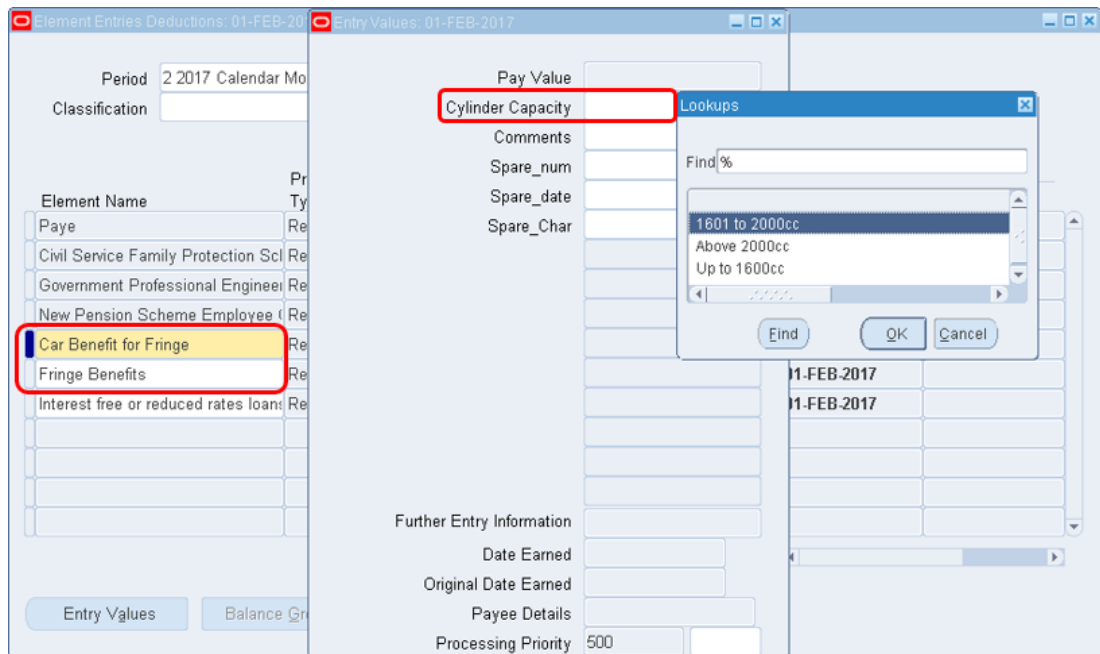
HRMIS FINANCE USER → ELEMENT ENTRIES DEDUCTIONS

	Fringe Benefits	Element to be used	Entry Values
1	Car Benefit	<i>“Car Benefit for Fringe”</i>	Cylinder Capacity
2	Loans at reduced rates	<i>“Interest free or reduced rates loans for Fringe”</i>	Loan Reference

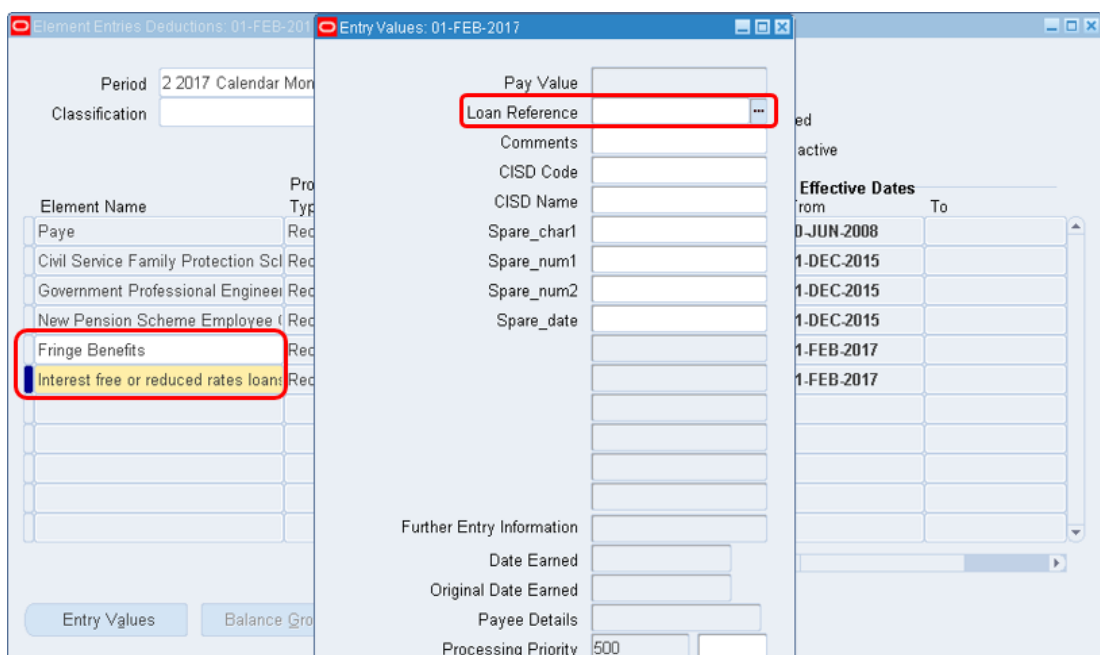
How to use Fringe Benefit:

1. Add the elements as appropriate (Select from 1-2 above) with the corresponding entry values
2. Add element *“Fringe Benefits”*, in addition to the other elements (1 - 2 above) which will be used as a cumulative figure for PAYE computation

11.6.1 CAR BENEFIT



11.6.2 LOANS AT REDUCED RATES



Note:

Difference between the amount of interest for the month, calculated at 2 per cent per annum above the repo rate, prevailing at the end of that month, and the amount of interest paid by the employee in that month.

11.7 ACTING ALLOWANCE/RESPONSIBILITY ALLOWANCE

Refer to Section 4.1.2 – Create Secondary Assignment

Once the secondary assignment of the employee has been created, add Element 'Acting Allowance' or 'Responsibility Allowance', as appropriate, at Element Entry Level.

The image shows two screenshots of the 'Element Entries Earnings' screen for 01-JAN-2016. The top screenshot shows the 'Acting Allowance' element selected, and the bottom screenshot shows the 'Responsibility Allowance' element selected. Both screens show a table with columns for Element Name, Processing Type, Costing, Reason, and Effective Dates (From/To).

The image shows the 'Entry Values' screen for 01-JAN-2016. The screen displays various fields for configuration, including Pay Value, Fully Qualified (Yes), Category of Acting (Standard), Accounting Responsible Of (No), Continuous 3 Days Absent (No), Continuous 7 Days Absent, No of Days Acting, No of Days in Month Actin.., Salary Value Basis, Acting Salary Value Basis, Acting Period, and Assignment Number (1758-2).

1. On Element Entries Earnings Screen, click on *Entry Values*
2. Select the appropriate Assignment Number from the dropdown list
3. Close Entry Values Screen
4. Save

11.8 INTERDICTION

11.8.1 INTERDICTION WITH PAY

Assignment: 01-JAN-2016

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
 Job: Management Support Officer
 Salary Code: 08.035.062
 Location: 6th Floor, New Government Centre, Port Lou

Group:01.MPI0103.0601-004...
 Payroll: Republic of Mauritius
 Status: Under Interdiction With Pay

Assignment Number: 1758
 Assignment Category: [Dropdown]
 Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

Review Salary: Every [Dropdown] [Dropdown]
 Review Performance: Every [Dropdown] [Dropdown]

Effective Dates: From 01-JAN-2016 To [Dropdown] [Ac]

[Others...]

1. Alter effective date
2. Update Status to: "Under Interdiction With Pay"
3. Save and Update

Note:

- If Interdiction with pay is at the start of the month, any earnings/deductions will be **zero**, except the elements: **Basic Salary, Compensation, Rent Allowance & Monetary Value of Private use of Official Car**, which will be paid in full
- If Interdiction with pay is after the start of the month (10th of the month), payments will be made in full to elements: **Basic Salary, Compensation & Rent Allowance**.
 - Proration will apply to the other allowances and deductions:
 - i. Monetary value of private use of official car (Proration will start on the 10th till end of the month)
 - ii. Other Allowances and Deductions (Proration will start on the 1st till 9th of the month)

11.8.2 INTERDICTION WITHOUT PAY

Assignment 01-JAN-2016

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
 Job: Management Support Officer
 Salary Code: 08.035.062
 Location: 6th Floor, New Government Centre, Port Lou

Group:01.MPI0103.0601-004...
 Payroll: Republic of Mauritius
 Status: Under Interdiction Without Pay

Assignment Number: 1758
 Assignment Category: [Dropdown]
 Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

Review Salary: Every [Dropdown] [Dropdown]
 Review Performance: Every [Dropdown] [Dropdown]

Effective Dates: From 01-JAN-2016 To [Dropdown] [Ac]

Others...

1. Alter effective date
2. Update Status to: *“Under Interdiction Without Pay”*
3. Save and Update

Note:

- If Interdiction without pay is at the start of the month, all the allowances and deductions will be Zero.
- If Interdiction without pay is after the start of the month (10th of the month), Proration will start on the 1st till 9th of the month.

11.9 LEAVE WITHOUT PAY (LWP)

11.9.1 WITHIN A MONTH PERIOD

Scenario:

Assuming that an employee is on Leave Without Pay 01- 20 March 2017.

Assignment: 01-MAR-2017

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
 Job: Management Support Officer
 Salary Code: 08.035.062
 Location: 6th Floor, New Government Centre, Port Lou

Group:01.MPID103.0601-004...
 Payroll: Republic of Mauritius
 Status: On Leave Without Pay

Assignment Number: 1758
 Assignment Category:
 Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

Review Salary: Every Review Performance: Every

Effective Dates: From 01-MAR-2017 To [Ac]

Others...

1. Alter effective date to start of Leave without Pay Period
2. Update Status to: *“On Leave without Pay”*
3. Save and Update

Assignment: 01-MAR-2017

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
 Job: Management S
 Salary Code: 08.035.062
 Location: 6th Floor, New

Assignment Number: 175
 Assignment Category:
 Salary Basis: Sal

Review Salary: Every

Effective Dates: From 01

Navigation Options

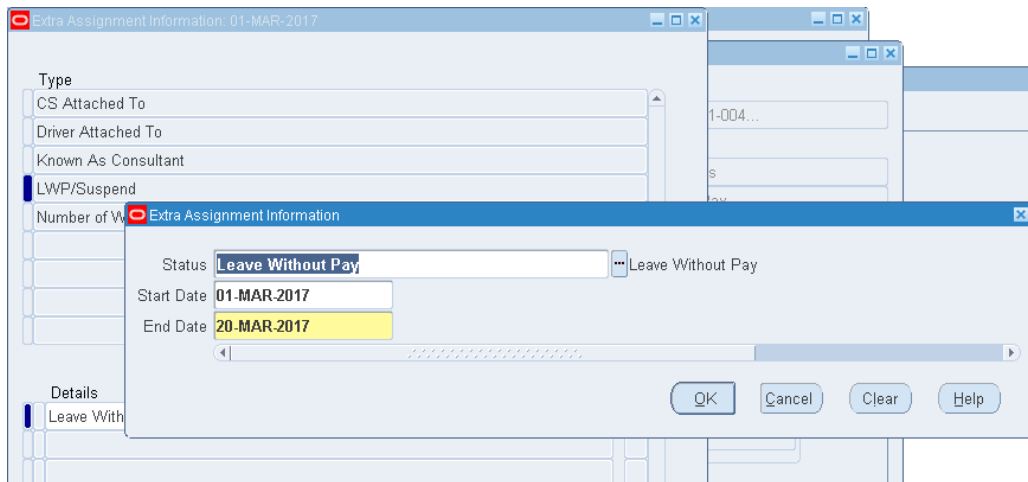
Find: %

- Adjust Balance
- Extra Information
- Grade Step
- QuickPay
- Statement of Earnings

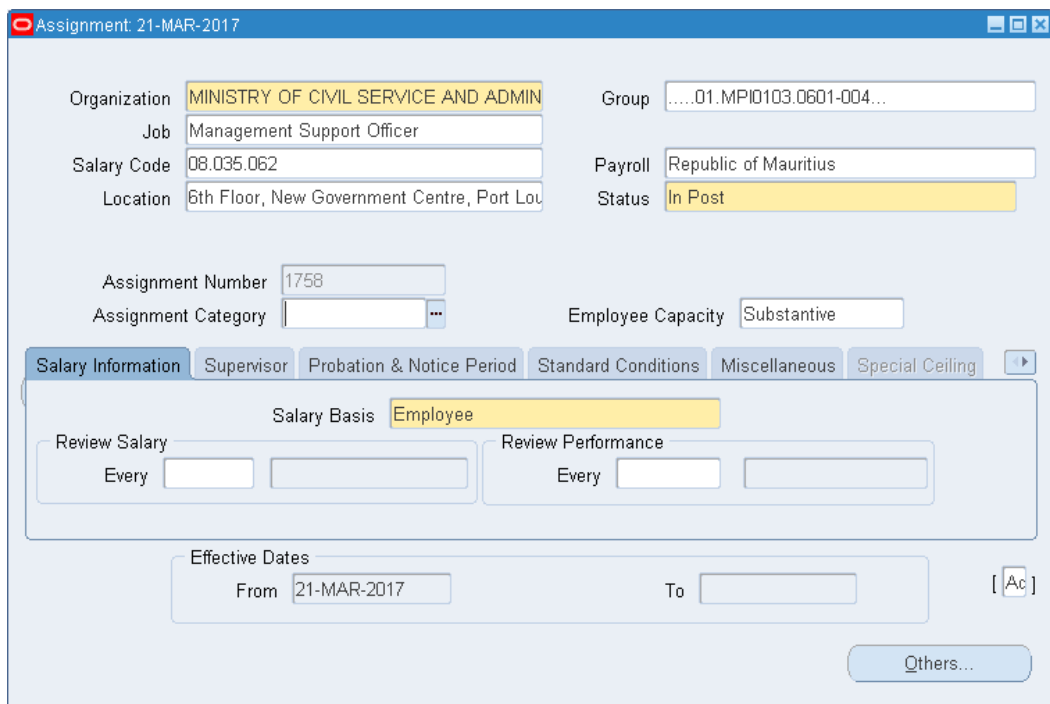
End OK Cancel

Others...

4. On the Assignment Screen, click on OTHERS ➔ EXTRA INFORMATION



5. Click on 'LWP/Suspend'
6. Update with the required information
7. Click on OK and then Save



8. On Assignment Screen, alter effective date to the date the employee resumes duty (In our scenario: LWP ends on 20 March 2017). Therefore:
 - i. date should be set to *21 March 2017*
 - ii. update field *Status* to "In Post"
9. Click on Save and then Update

Note:

- These steps are applicable for cases where the Leave Without Pay period falls within a calendar month.
- Proration will be done as appropriate w.r.t the number of days worked during that month. (As per our scenario, the employee will be paid for 11 working days for the month of March)

To view the period of Leave Without Pay, the user has to query any date within the month (1 - 20 March 2017, as per our scenario). The screenshot is as below:

Assignment: 01-MAR-2017

Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
Job: Management Support Officer
Salary Code: 08.035.062
Location: 6th Floor, New Government Centre, Port Lou

Group:01.MPIO103.0601-004...
Payroll: Republic of Mauritius
Status: On Leave Without Pay

Assignment Number: 1758
Assignment Category: ...
Employee Capacity: Substantive

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | Special Ceiling

Salary Basis: Employee

Review Salary: Every [] []
Review Performance: Every [] []

Effective Dates: From 01-MAR-2017 To 20-MAR-2017 [Ac]

Others...

11.9.2 A PERIOD OF LWP OVERLAPPING OVER TWO OR MORE CALENDAR MONTHS

Scenario:

Assuming that an employee is on Leave Without Pay from 01 April – 20 June 2017.

The screenshot shows the 'Assignment: 01-APR-2017' form. Key fields include:

- Organization: MINISTRY OF CIVIL SERVICE AND ADMIN
- Job: Management Support Officer
- Salary Code: 08.035.062
- Location: 6th Floor, New Government Centre, Port Lou
- Group:01.MPID103.0601-004...
- Payroll: Republic of Mauritius
- Status: On Leave Without Pay (highlighted in red)
- Assignment Number: 1758
- Assignment Category: [Dropdown]
- Employee Capacity: Substantive
- Salary Basis: Employee
- Effective Dates: From 01-APR-2017 To 20-JUN-2017 (highlighted in red)

Repeats steps 1-3 & 8 in the scenario in Section 13.9.1.

11.9.3 PENSION CONTRIBUTION (LWP)

If the employee chooses to contribute for pension in order to retain years of service, the following must be filled according:

HRMIS HRUSER → OTHERS → EXTRA INFORMATION → MANUAL PAYMENT FOR PENSION IN TAS

Refer to Section 3.6.9.9 – Manual Payment For Pension in TAS

11.10 FOREIGN AFFAIRS

11.10.1 DIPLOMATS

11.10.1.1 EMPLOYEES WHOSE ALLOWANCES ARE PAID ABROAD

Since information will be obtained after 2 or 3 months, the payroll can thus be processed after receiving all necessary information. (For instance, the allowances for November and December 2016 would be paid in January 2017)

The screenshot shows the 'Assignment' window in the HRMIS system. The 'Payroll' field is highlighted with a red box and contains the text 'Foreign Affairs'. Other fields include Organization (MINISTRY OF FOREIGN AFFAIRS, REGIOI), Job (Ambassador), Salary Code (02.000.106), Location (Mauritius), Group (.....PR101....), Status (In Post), Assignment Number (5187), and Salary Basis (Employee). The 'Effective Dates' section shows 'From' as 01-JAN-2017. The 'Salary Information' tab is selected, and the 'Review Salary' and 'Review Performance' sections are visible.

1. On the Assignment Screen, Payroll to be selected: ***“Foreign Affairs”***

The screenshot shows two overlapping windows. The 'Element Entries Earnings' window on the left has a 'Period' of '10 2017 Calendar Month (01-0)' and a 'Classification' field. Below is a table of elements:

Element Name	Processing Type
Compensation 2016	Recurring
Entertainment Allowance Foreign Affairs	Recurring
Hardship Allowance Foreign Affairs	Recurring
Labour Fee Foreign Affairs	Recurring
Management Fee Foreign Affairs	Recurring
Meal allowance Foreign Affairs	Recurring
Service Allowance Foreign Affairs	Recurring
Social Security Foreign Affairs	Recurring
Travelling Foreign Affairs	Recurring
Uniform Allowance Foreign Affairs	Recurring
Overtime Foreign Affairs	Nonrecurring

The 'Entry Values' window on the right shows a 'Pay Value' of 3000.00 and a 'Dates' table:

Date	To
17	
17	
17	
17	
17	
17	
17	
17	
17	
17	
17	
17	31-OCT-2017

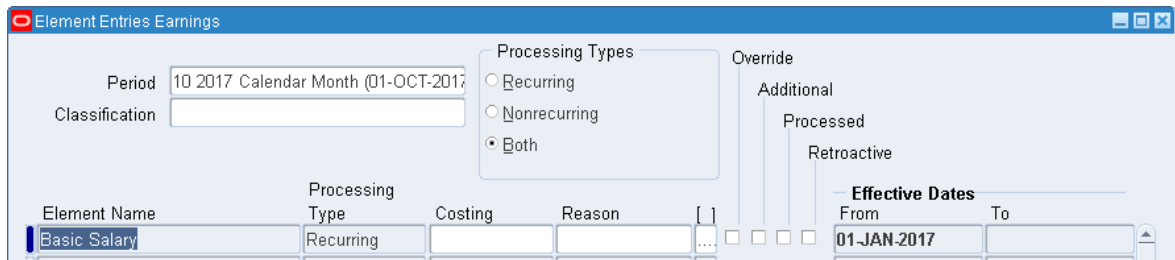
2. There are some elements that are displayed automatically in Element Entries Earnings Screen. Please delete all the elements
3. Input the appropriate elements at Element Entries Earnings, and insert the amount in the field, *PayValue* in Mauritian Rupees
4. After capturing elements, a QuickPay is carried out and the elements are processed.

11.10.1.2 EMPLOYEES WHOSE BASIC SALARY ONLY IS PAID IN MAURITIUS ONLY

The screenshot shows the 'Assignment' window with the following details:

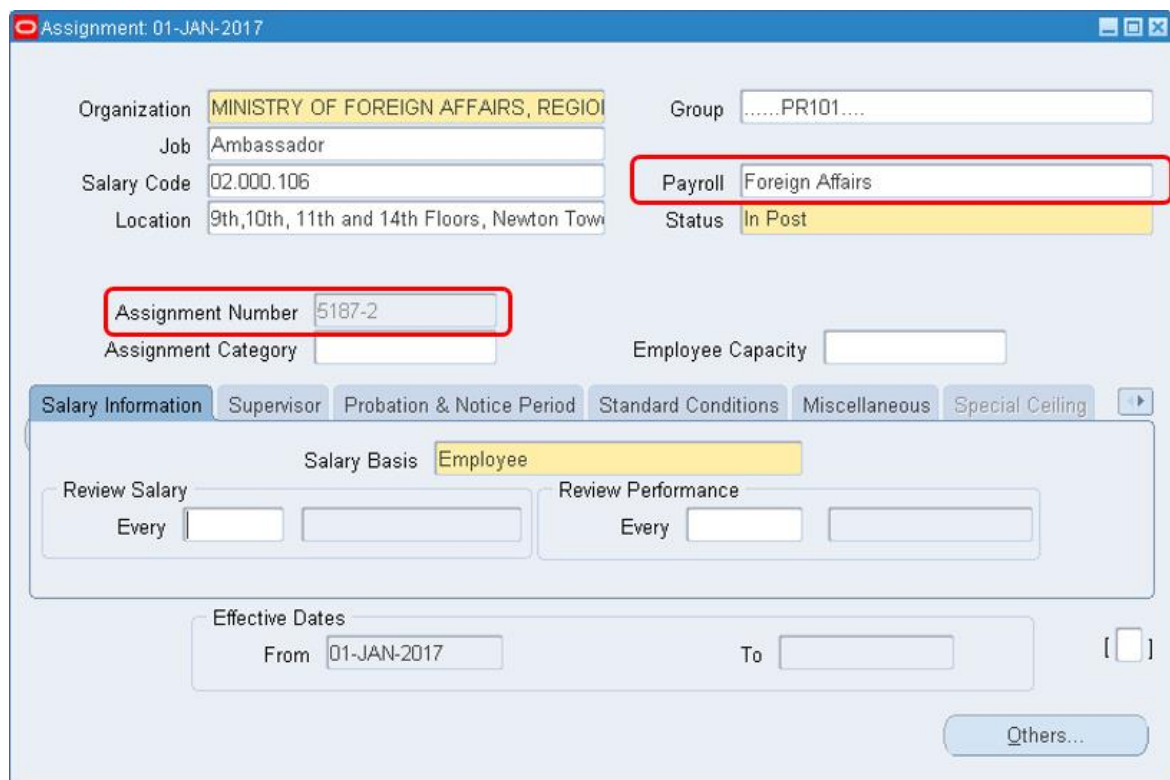
- Organization: MINISTRY OF FOREIGN AFFAIRS, REG
- Job: Ambassador
- Salary Code: 02.000.106
- Location: Mauritius
- Group:PR101....
- Payroll: Republic of Mauritius (highlighted with a red box)
- Status: Active Assignment
- Assignment Number: 5187
- Salary Basis: Employee
- Effective Dates: From 01-JAN-2017

1. On the Assignment Screen, if the officer is a government employee, the payroll selected should be: **“Republic of Mauritius”**



2. On the Element Entries Earnings Screen, capture only Element 'Basic Salary'
3. Run a QuickPay to process the only element captured (Basic Salary)

11.10.1.3 EMPLOYEES WHOSE BASIC SALARY ONLY IS PAID IN MAURITIUS AND OTHER ALLOWANCES PAID ABROAD



1. On the Assignment Screen, a Secondary Assignment should be created; Payroll to be selected: **“Foreign Affairs”**

The screenshot displays two overlapping windows in the HRMIS system. The left window, titled 'Element Entries Earnings: 01-FEB-2017', shows a table with columns for 'Element Name' and 'Processing Type'. The table contains the following entries:

Element Name	Processing Type
Meal allowance Foreign Affairs	Recurring
Overtime Foreign Affairs	Nonrecurr
Subsistence Allowance Foreign At	Nonrecurr
Entertainment Allowance Foreign	Recurring

Below the table are buttons for 'Entry Values' and 'Balance Grossup'. The right window, titled 'Entry Values: 01-FEB-2017', contains several input fields:

- Pay Value: 12000.00
- Spare Num: []
- Spare Char: []
- Spare Date: []
- Spare Money: []
- Further Entry Information: []
- Date Earned: []
- Original Date Earned: []
- Payee Details: []
- Processing Priority: 3000

On the far right, a 'Live Dates' table is visible:

From	To
2017	
2017	28-FEB-2017
2017	28-FEB-2017
2017	

2. On the Element Entries Earnings Screen, capture the appropriate elements.
3. Run a QuickPay to process the different allowances

11.11 RETRO PAY

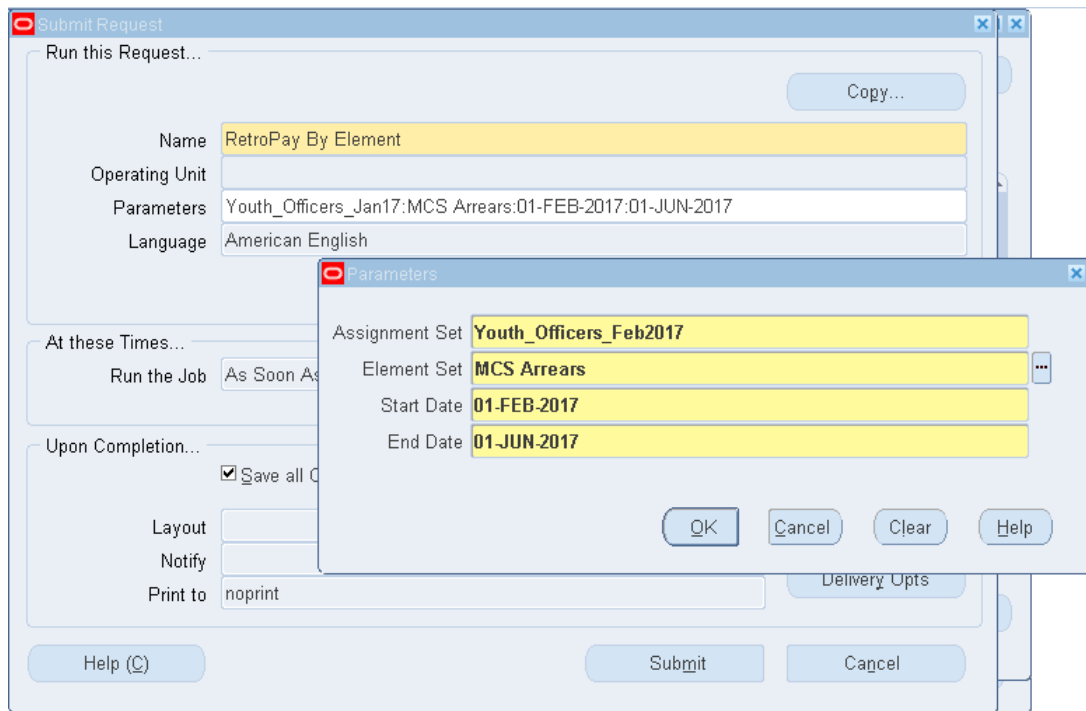
11.11.1 ARREARS WITH HISTORICAL DATA IN HRMIS

The request “Retro Pay” allows the computation of arrears for all elements in the element set. For example, if on 01 June 2017, an officer has been promoted w.e.f. 01 February 2017 and is subject to an increase in his Basic Salary w.e.f 01 February 2017, this increase will have an effect on both the payment and deduction elements already paid for the month of February 2017 to May 2017.

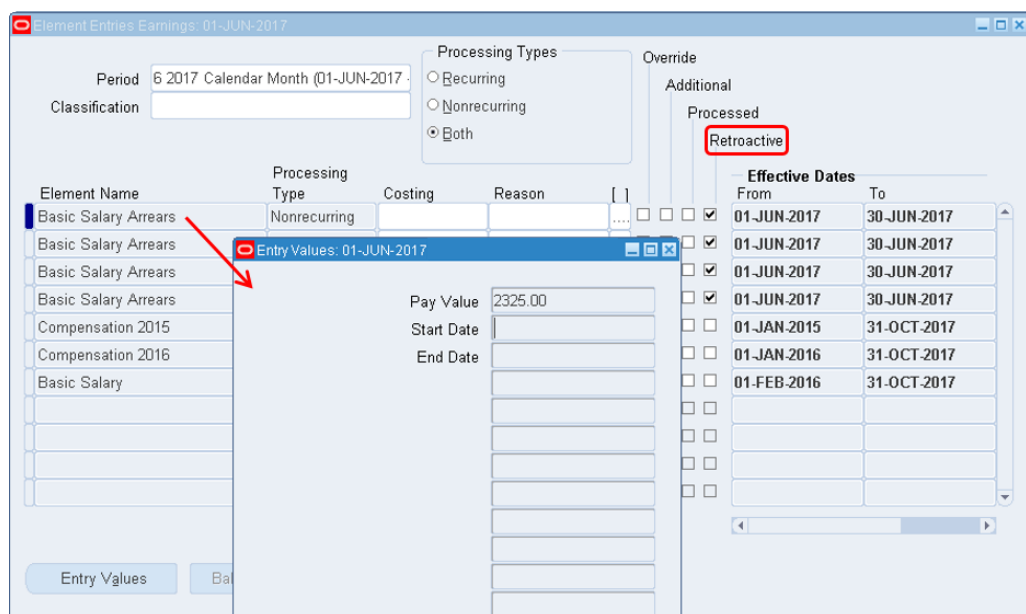
Note:

- To run a Retro Pay, ensure you have an updated Element Set and Assignment Set
- Update the job, grade and salary point of the officer (*as applicable*)

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → VIEW → REQUESTS → SUBMIT A NEW REQUEST → SINGLE REQUEST → OK



1. Query “RetroPay By Element” on Name field
2. Fill in the Parameters screen accordingly
 - i. ‘Start Date’ refers to the date starting to pay the arrears
 - ii. ‘End Date’ refers to the month the arrears is being paid/end of arrears payment
3. Click ‘OK’
4. Click ‘Submit’
5. Under Requests Screen, once ‘Phase’ is marked as “Completed”, query the element entries of the specific employee to view the arrears element loaded through the retro pay process including its amount to be paid/deducted



Note:

- All the arrears payment and deductions elements are classified as “Retroactive”
- On the Entry Values Screen, each amount payable as arrears will be displayed in the Pay Value field (*which cannot be modified by user*)

11.11.1.1 ROLLBACK RETRO PAY

The elements input through “Retro Pay by Element” cannot be deleted but should be rollback.

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → VIEW → REQUESTS → SUBMIT A NEW REQUEST → SINGLE REQUEST → OK

The screenshot shows the 'Submit Request' window with the 'Name' field containing 'Rollback'. A 'Parameters' dialog is overlaid on top, with the following fields filled: Year (2017), Process Type (Retropay by Element), Payroll Process (01-JUN-2017 (190163)), and Assignment Set (Youth_Officers_Feb2017). The Assignment Set dropdown is currently showing 'Republic of Mauritius'. The Parameters dialog has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom.

1. Query “Rollback” on Name field
2. Fill in the Parameters screen accordingly (*as shown above*)
3. Click ‘OK’
4. Click ‘Submit’

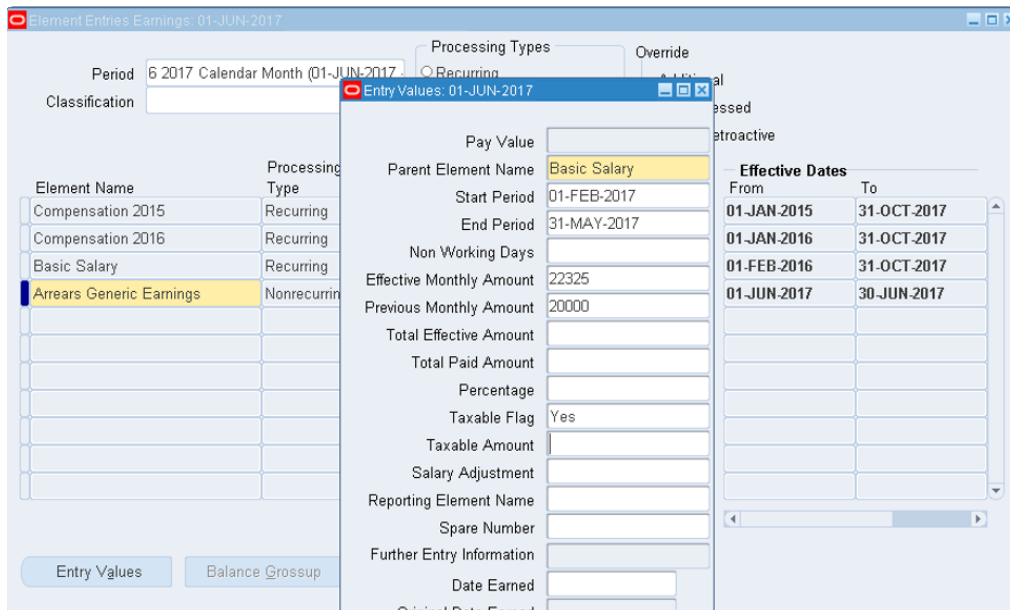
11.11.2 ARREARS- WITHOUT HISTORICAL DATA

There exist two types of element for computation of arrears with non- historical data:

- Arrears Generic Earnings - For all arrears payment
- Arrears Generic Deductions - For all arrears deductions

11.11.2.1 ARREARS GENERIC EARNINGS

HRMIS HRUSER → FASTPATH → ENTRIES EARNINGS → FIND PERSON



1. Set the effective date to the first of the payroll month (for e.g. 01 JUN 2017)
2. Click on the 'Element Name' field
3. Select the element "Arrears Generic Earnings" from the drop- down list
4. Click on 'Entry Values' and fill in accordingly

Input Values	Description
Parent Element Name	The parent element for which arrears is being paid
Start Period	The date starting to pay the arrears
End Period	The date the arrears is being paid/ end of arrears payment
Effective Monthly Amount	The monthly amount should have paid
Previous Monthly Amount	The monthly amount actually paid

5. Save

Note:

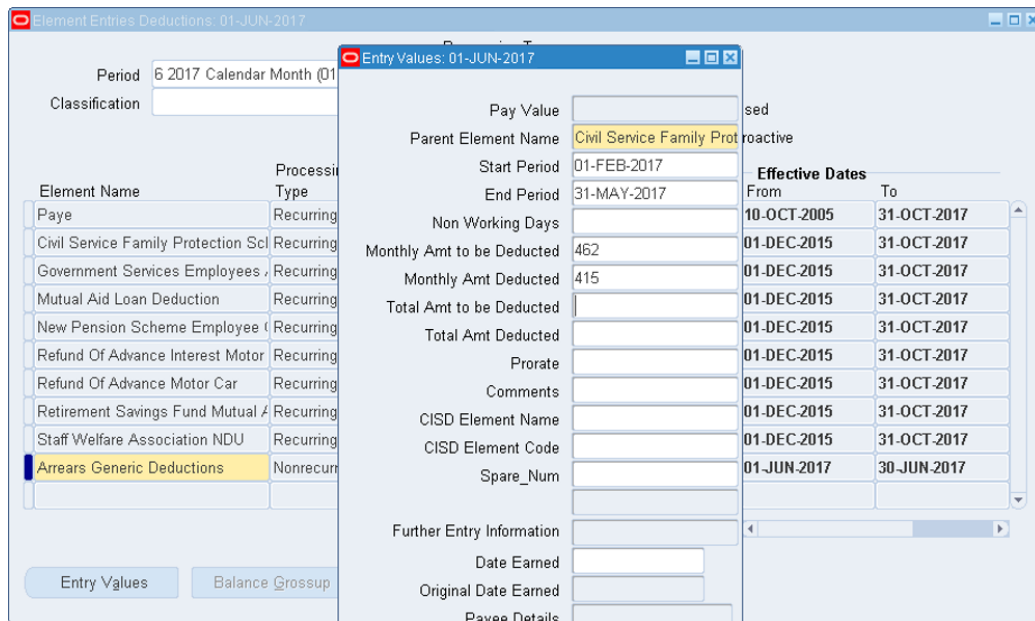
- If element is taxable, the Taxable Flag should be set to "Yes"
- If the Period and monthly amount "paid" and "should have paid" is **unknown**, the following should be input in entry values:

Input Values	Description
Parent Element Name	The parent element for which arrears is being paid
Total Effective Amount	The total amount should have paid
Total Paid Amount	The total amount actually paid

11.11.2.2 ARREARS GENERIC DEDUCTIONS

This element is used when a deduction element has been previously under- deducted.

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON



1. Set the effective date to the first of the payroll month (for e.g. 01 JUN 2017)
2. Click on the 'Element Name' field
3. Select the element "Arrears Generic Deductions" from the drop- down list
4. Click on Entry Values and fill in accordingly

Input Values	Description
Parent Element Name	The parent element for which arrears is being deducted
Start Period	The date starting to deduct the arrears element
End Period	The date the arrears is being deducted/end of arrears deduction
Monthly Amt to be Deducted	The monthly amount should have deducted
Monthly Amt Deducted	The monthly amount actually deducted

5. Save

Note:

- If the Period and monthly amount “deducted” and “should have deducted” is **unknown**, the following should be input in entry values:

Input Values	Description
Parent Element Name	The parent element for which arrears is being deducted
Total Amt to be Deducted	The total amount should have deducted
Total Amt Deducted	The total amount actually deducted

11.12 LOAN

The three different types of loans that an employee is entitled to:

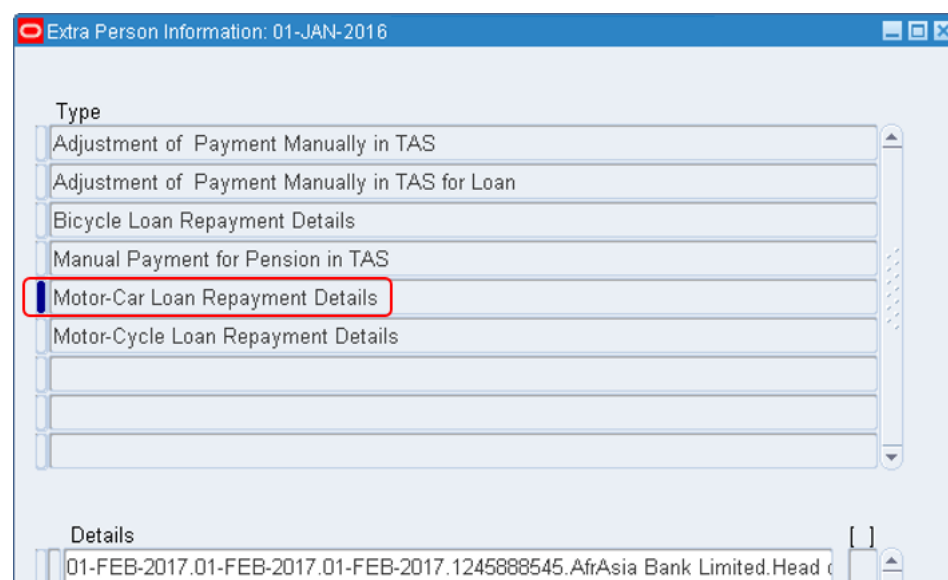
- i. Motor Car Loan
- ii. Motor Cycle Loan
- iii. Bicycle Loan

The Vehicle Loan Application details should be captured in the ‘Vehicle Loan Application’ field.
(Refer to Section 3.5.6 – Vehicle Loan Application)

Upon approval of the loan application, the following process should be carried out by the HRMIS FINANCE USER.

11.12.1 CAPTURING OF NEW LOAN DETAILS

HRMIS FINANCE USER → PERSON EXTRA INFORMATION → FIND PERSON



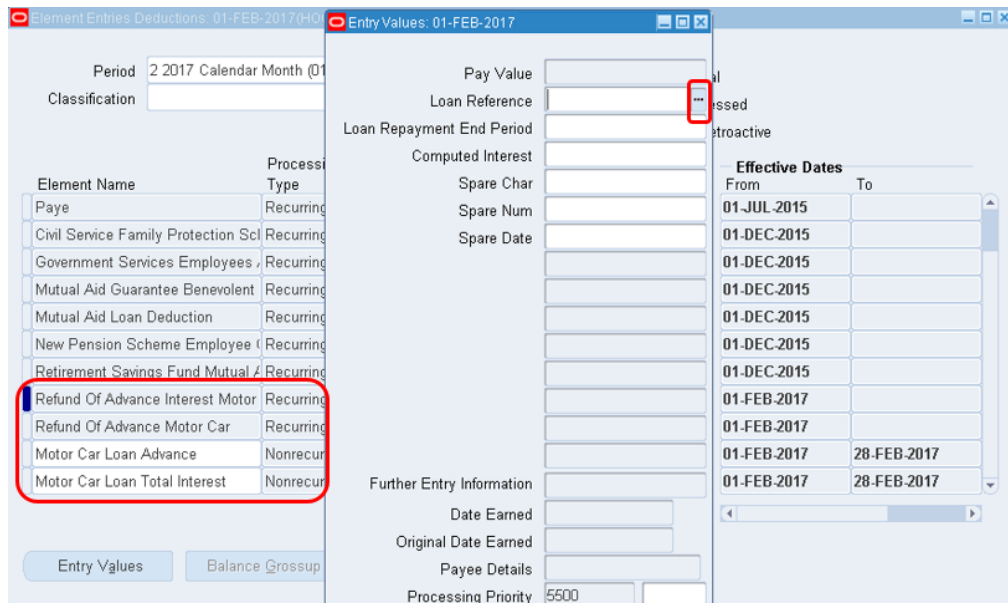
1. Select the appropriate loan type
2. Click on the tab below ‘Details’

Date Loan Contracted	01-FEB-2017
Date Loan Approved	01-FEB-2017
Date Agreement Signed	01-FEB-2017
Bank A/C to be debited	1245888545
Bank Name	AfrAsia Bank Limited
Bank Branch	Head office - AFR
Date Loan Disbursed	01-FEB-2017
Loan Reference	Z007
Vehicle Type	Motor Vehicle
Amount of Loan	900000
Loan	First First
Interest Rate	4
First Repayment Period	FEB-2017
Last Repayment Period	JAN-2024
No of Instalment	84
Bank Guarantee	<input checked="" type="checkbox"/> Yes
Migration Balance	<input type="checkbox"/>
Capital Balance at Migration	0
Interest Balance at Migration	0
Status	Active

3. Fill in all the fields accordingly **except** the followings:
 - i. Migration Balance,
 - ii. Capital Balance at Migration,
 - iii. Interest Balance at Migration,
 - iv. Amended Flag and
 - v. Actual Date Loan Closed
4. Click 'OK'
5. Save

11.12.1.1 INPUT IN ENTRIES DEDUCTIONS FOR NEW LOANS

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON



1. Set effective date as appropriate (*First day of Payroll Month installment will start to be refunded*)
2. Select the following elements and enter their respective “Entry Values”:

Element Name	Entry Values
Motor Car Loan Advance	Select the loan reference in the drop- down list
Motor Car Loan Total Interest	Select the loan reference in the drop- down list
Refund of Advance Interest Motor Car	Select the loan reference in the drop- down list
Refund of Advance Motor Car	Select the loan reference in the drop- down list

3. Save
4. The two recurring elements “Refund of Advance Interest Motor Car” and “Refund of Advance Motor Car” should be end dated on the last day of the last month’s instalment. (*Refer to Section 6.1.2.2 – End-Dating an Element*)

11.12.2 CAPTURING EXISTING LOAN DETAILS - MIGRATION OF BALANCE

Existing loan refers to loan contracted and approved prior to go live of HRMIS. The balance left should be input in the system for computation and continued deduction of the monthly capital and interest payment in the HRMIS payroll.

HRMIS FINANCE USER → PERSON EXTRA INFORMATION → FIND PERSON

1. Select the appropriate loan type
2. Click on the tab below “Details”

Extra Person Information

Date Agreement Signed: 15-DEC-2013

Bank A/C to be debited: 89552323

Bank Name: Barclays Bank Mauritius Limited

Bank Branch: Head office - BBM

Date Loan Disbursed: 15-DEC-2013

Loan Reference: A/15439

Vehicle Type: Motor Vehicle

Amount of Loan: 669900

Loan: First First

Interest Rate: 4

First Repayment Period: JAN-2014

Last Repayment Period: DEC-2020

No of Instalment: 84

Bank Guarantee: Yes

Migration Balance: Yes

Capital Balance at Migration: 486475

Interest Balance at Migration: 68917.32

Status: Active

Amended Flag:

Actual Date Loan Closed:

Buttons: OK, Cancel, Clear, Help

3. Fill in all the details as at Annotation 1.
4. Click 'OK'
5. Save

Note:

The "Amended Flag" and "Actual Date Loan Closed" fields **should not** be filled.

11.12.2.1 INPUT IN ENTRIES DEDUCTIONS FOR MIGRATED LOAN

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON

1. Set effective date as appropriate (*First day of Payroll Month installment will start to be refunded in HRMIS*)
2. Fill in the following elements and their respective entry values in the employee's "Entries Deductions" screen

Element Name	Entry Values
Motor Car Loan Capital Balance	Select the loan reference in the drop- down list
Motor Car Loan Interest Balance	Select the loan reference in the drop- down list
Refund of Advance Interest Motor Car	Select the loan reference in the drop- down list
Refund of Advance Motor Car	Select the loan reference in the drop- down list

3. Save
4. The two recurring elements “Refund of Advance Interest Motor Car” and “Refund of Advance Motor Car” should be end dated on the last day of the last month’s instalment. (Refer to Section 6.1.2.2 – End-Dating an Element)

11.12.3 EARLY SETTLEMENT OF LOAN

HRMIS FINANCE USER → PERSON EXTRA INFORMATION → FIND PERSON → SELECT LOAN TYPE

The screenshot shows the 'Extra Person Information' window with the following data:

Bank A/C to be debited	1245888545
Bank Name	AfrAsia Bank Limited
Bank Branch	Head office - AFR
Date Loan Disbursed	01-FEB-2017
Loan Reference	Z007
Vehicle Type	Motor Vehicle
Amount of Loan	900000
Loan	First
Interest Rate	4
First Repayment Period	FEB-2017
Last Repayment Period	JAN-2024
No of Instalment	84
Bank Guarantee	Y
Migration Balance	
Capital Balance at Migration	
Interest Balance at Migration	
Status	Active
Amended Flag	Y
Actual Date Loan Closed	

1. Set the 'Amended Flag' to "Y"
2. Click 'OK'
3. Save

11.12.3.1 INPUT IN ENTRIES DEDUCTIONS FOR EARLY SETTLEMENT

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON

1. Set effective date as appropriate
2. Fill in the following elements in the employee “Entries Deductions” screen

Element Name	Entry Values
Motor Car Loan Capital Early Settlement	Select the loan reference in the drop-down list
Motor Car Loan Interest Early Settlement	Select the loan reference in the drop-down list

3. Save

Note:

- Quick Pay can be run to view the final amount that needs to be paid.
- The two recurring elements “Refund of Advance Interest Motor Car” and “Refund of Advance Motor Car” should now be end dated on the last day of the last month early settlement has been done.

11.12.4 LOAN BALANCE

The loan capital and interest balance will be automatically updated monthly after processing of payroll and can be viewed in the system.

HRMIS FINANCE USER → PERSON EXTRA INFORMATION → FIND PERSON

The screenshot shows the 'Extra Person Information' window for 01-JUN-2016. The 'Type' dropdown menu is open, listing various options. 'MCS Car Loan Balance' is highlighted with a red box. Below the main window, a smaller 'Extra Person Information' dialog is open, displaying the following values:

Capital Balance	366666.68
Interest Balance	51944.43

The dialog also includes buttons for OK, Cancel, Clear, and Help.

1. Select the appropriate type of loan balance (E.g.: MCS Car Loan Balance)

2. Click on tab below details, where the “Extra Person Information” screen will display the remaining Interest and Capital Balance.

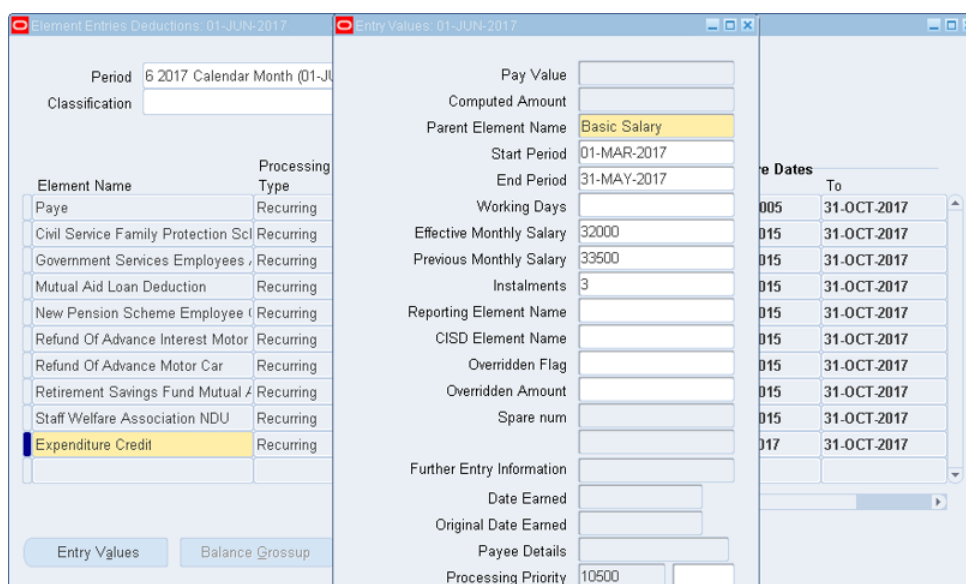
Note:

The balance is updated after each payroll processing (either quick pay/ payroll run)

11.13 EXPENDITURE CREDIT

In the case where an employee has been overpaid for an element for previous periods, the element expenditure credit has to be used to deduct the amount which has been overpaid.

HRMIS FINANCE USER → ENTRIES DEDUCTIONS → FIND PERSON



1. Set the effective date to the first of the payroll month (for e.g. 01 JUN 2017)
2. Click on the ‘Element Name’ field
3. Select the element “Expenditure Credit” from the drop-down list
4. Click on “Entry Values” and fill in accordingly:

Input Values	Description
Parent Element Name	The parent element which has been previously overpaid
Start Period	The start date of overpayment
End Period	The last date the element has been overpaid
Effective Monthly Salary	The monthly amount should have paid
Previous Monthly Salary	The monthly amount actually paid
Installments	The number of installments (times), the overpayment to be deducted from monthly salary

5. Save

Note:

- The element “*Expenditure Credit*” should be end-dated on the last date of the last installments.

11.14 ADJUSTMENT OF OVERPAYMENT/REFUND OF LOAN OUT OF PAYROLL

In the case, where an officer is proceeding on leave without pay and he opts to pay any overpayment/ refund of loan directly at the Treasury/ Chief Cashier, the necessary adjustments should be done in HRMIS.

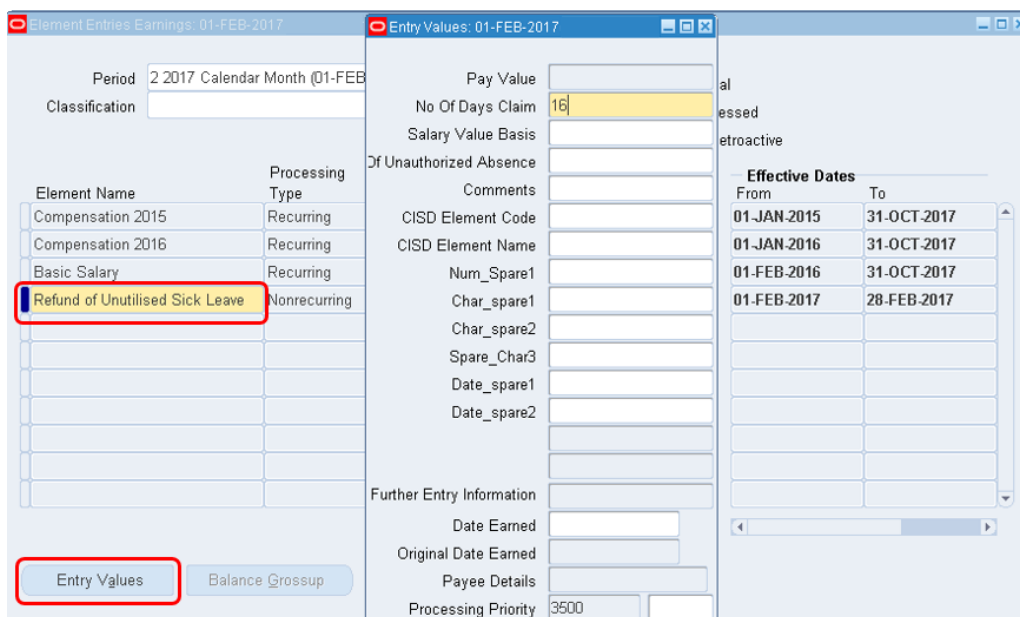
Note:

Detailed explanation will be provided in the next manual/addendum.

11.15 REFUND OF UNUTILISED SICK LEAVE- INDIVIDUAL ENTRIES

If an organization consists of only a few employees, the element “*Refund of Unutilised Sick Leave*” can be added individually in each employee’s Entries Earnings screen. However, in the case of large number of employees, the element “*Refund of Unutilised Sick Leave*” can be loaded through Batch Element Entry.

HRMIS HRUSER → FASTPATH → ENTRIES EARNINGS → FIND PERSON



1. Set the effective date to the first of the payroll month (for e.g. 01 FEB 2017)

2. Click on the 'Element Name' field
3. Select the element "Refund of Unutilised Sick Leave" from the drop- down list
4. Click on Entry Values
5. Input the respective entry values:

Input Values	Description
No of Days Claim	The number of sick leave claimed (<i>Mandatory</i>)
Salary Value Basis	In the case, there is no processing for last year payroll in system, input the last year salary
No of Unauthorized Absence	Number of unauthorized absences (<i>if applicable</i>)

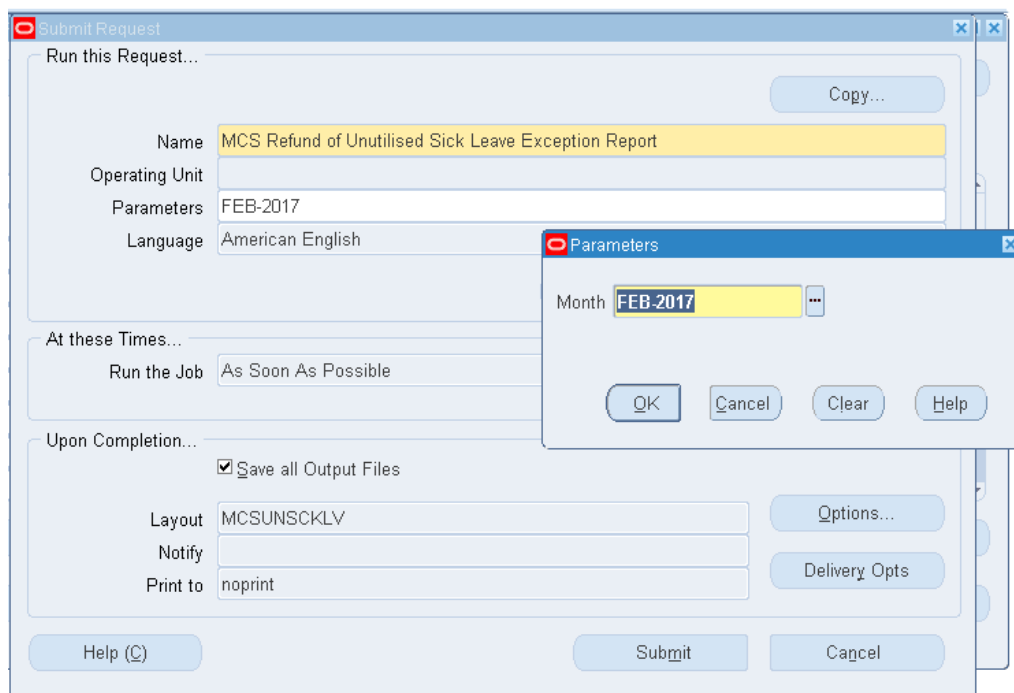
6. Save

11.15.1 REFUND OF UNUTILISED SICK LEAVE REPORT

This report will be categorized in three parts namely:

- Entitled for Sick Leave- Less than 16 days
- Not entitled for Sick Leave
- Entitled for more than 16 days

HRMIS HRUSER → PEOPLE → ENTER AND MAINTAIN → VIEW → REQUESTS → SUBMIT A NEW REQUEST → SINGLE REQUEST → OK



1. Query "MCS Refund of Unutilised Sick Leave Exception Report" on Name field

2. Fill in the Parameters Screen by inputting the period the element Refund of Unutilised Sick Leave has been loaded (*as shown above*)
3. Click 'OK'
4. Click 'Submit'

Note:

- The report will open in another browser.
- If upon verification, discrepancies have been noted, same can be updated **before** the central payroll run: HRUSER → FASTPATH → ENTRIES EARNINGS

11.16 BATCH ELEMENT ENTRY

Batch Element Entry can be used to load **any elements** for a large number of employees (*for e.g. Refund of unutilized sick leaves, Extra duty allowances, etc*)

Batch element entries are date tracked. Therefore, when the batch is processed for a particular month, it has to be date tracked on the first of the month at creation (*e.g. 01-FEB-2017*).

HRUSER → MASS INFORMATION EXCHANGE: MIX → BATCH ELEMENT ENTRY

The screenshot shows a software window titled "Batch Header: 01-FEB-2017". It contains several input fields and control options. The "Batch Name" field is highlighted with a red box and contains the text "Ref_Unutilised_SL_Feb2017". Below it are fields for "Batch Type", "Source", and "Reference". To the right, the "Batch Status" section has radio buttons for "Unprocessed" (selected), "Valid", "Transferred", "Transfer Incomplete", "Error", and "Status Mismatch". The "Batch Control" section has two columns of radio buttons: "Action If Entry Exists" (with "Create New Entry" selected and highlighted in red) and "Date Effective Changes" (with "Undefined" selected). To the right of these are several checkboxes, including "Reject if Future Changes" (checked), "Purge After Transfer", "Reject Rollback if Results Exist" (checked), "Reject Rollback if Entry Not Found", "Roll back Entry Updates (z)", "Purge After Rollback", "Auto Query", and "Auto Validation". At the bottom, there are buttons for "Element Lines", "Assignment Lines", "Assignment Set" (highlighted with a red box), "Totals", "Messages", and "Process...".

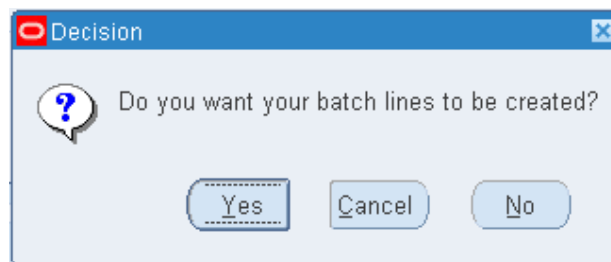
1. Set the appropriate effective date for which batch needs to be created (*e.g. 01-FEB-2017*)
2. Enter a unique "Batch Name" (**NB: There should not be any space in the name**)
3. Check 'Create New Entry' under Batch Control
4. Save
5. Click on 'Assignment Set'

The screenshot shows a software window titled "Create Batch Lines(Ref_Unutilised_SL_Feb2017): 01-FEB-2017". The window contains the following fields and controls:

- Assignment Set:** MINISTRY_OF_FINANCE_AND_ECC
- Payroll:** Republic of Mauritius
- Assignment Set Elements:**
 - Element Set Name:** (empty text box)
 - Effective Date:** 01-FEB-2017
- Element:** Refund of Unutilised Sick Leave (highlighted in yellow)
- Table:**

Pay Value	No Of Days Claim	Salary Value Basis	No Of Unauthorized A..	Comments
<input type="text"/>	16 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Process:** A button at the bottom left of the window.

6. Select the Assignment Set name from the drop- down list (*Given that the element "Refund of Unutilised Sick Leave" cut across almost all employees in a Ministry/ Department, you can select the Ministry/ Department name as the "Assignment Set"*)
7. Select the appropriate element (*In this case, it is Refund of Unutilised Sick Leave*)
8. Fill in the appropriate common fields (*E.g. 16 for number of days claimed*)
9. Click on '**Process**' to create the batch



10. Click '**Yes**'
11. Click '**OK**' on the Process Request screen

12. Click on “Element Lines”

Line	Assignment	Name	Pay Value	No Of Days Claim	Salary Value Basis
2	4221	MUDHOO, Mr.		5	
3	4209	PADARUTH, Mi		16	
4	4201	HARROO, Mr. S		16	
5	4264	DILLUM, Mrs. M		16	
6	4263	GOBIN, Mrs. R		10	
7	4246	MUNGUR, Mr. Y		16	
8	1093	TAHALOOA, Mi		16	
9	349	LOKHUN, Mr. C		16	
10	3580	JHABEEMISSU		16	
12	1387	KWONG WAYE		16	
13	3671	GOBURDHUN,		3	
14	3120	CHINAPIEL, Mr		16	
15	2799	RAMYED, Mr. J		16	

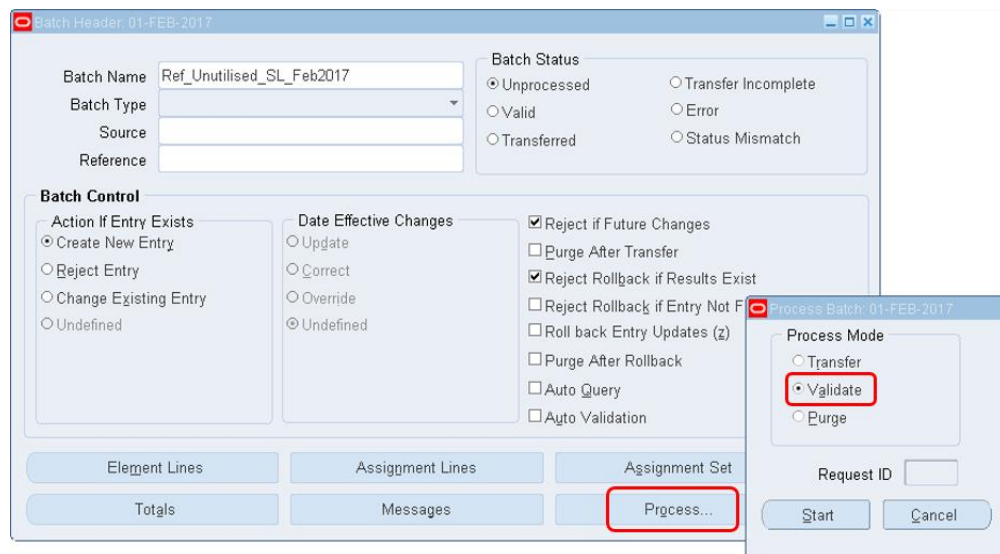
13. Verify if all employees are eligible for payment of the element

14. Delete lines for those employees who are not eligible for the specific payment by selecting the employee line and click on ‘Delete’ icon

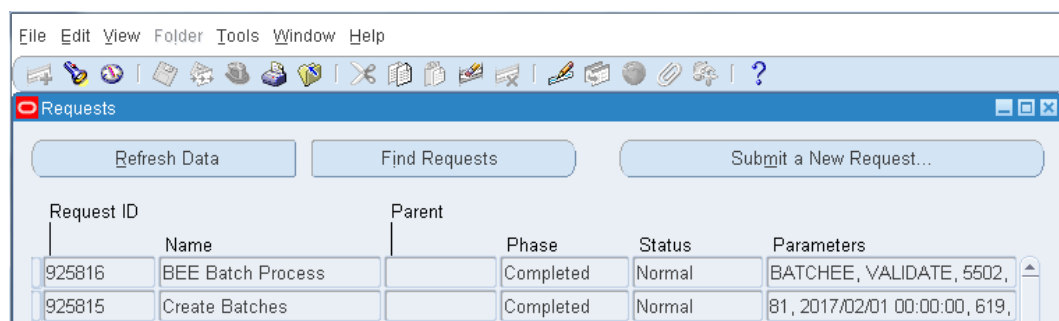
15. Update the input values accordingly as follows:

Input Values	Description
No of Days Claim	Update the field “No of days Claim” if an employee claims less/ more than 16 days of unutilized sick leave
Salary Value Basis	In the case, there is no processing for last year payroll in system, input the last year salary for the employee
No of Unauthorized Absence	Number of unauthorized absences <i>(if applicable)</i>

16. Save and Close screen

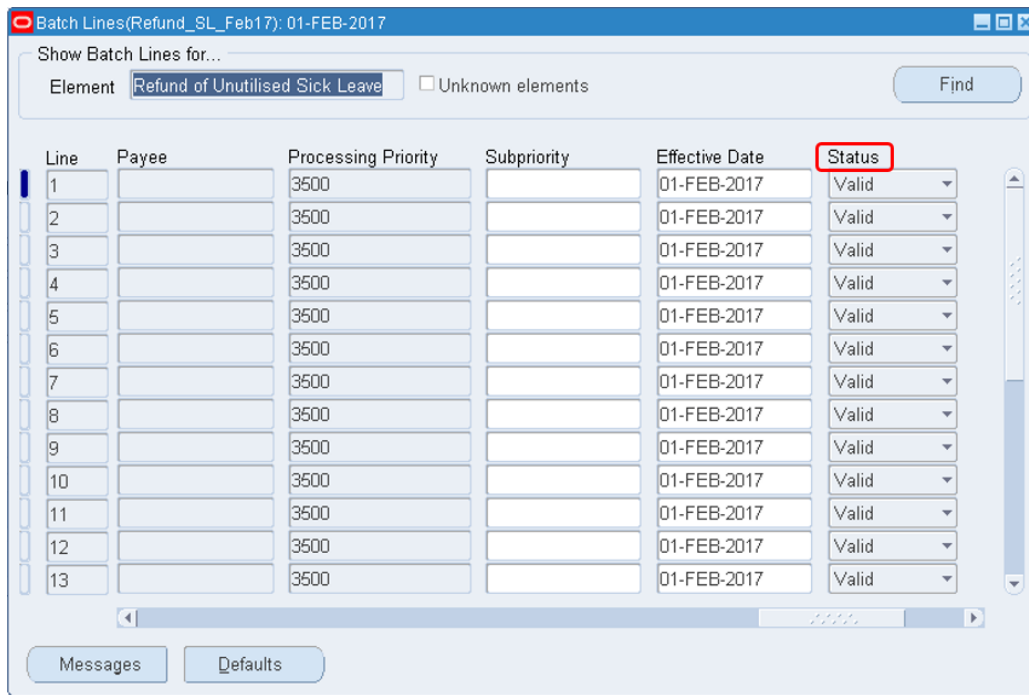


17. Click on **'Process'**
18. Select **'Validate'** and Click **'Start'**
19. Click **'OK'**
20. Go to: **VIEW → REQUESTS → FIND**



Ensure that the *'Phase'* is *"Completed"* and *'Status'* is *"Normal"*

21. Close Requests screen
22. Query Batch again to verify element lines:
 - i. Press **'F11'** on keyboard
 - ii. Enter short name in the *'Batch Name'* field (e.g. *%Ref%Unutil%*)
 - iii. Press **'Ctrl+F11'**
23. Click on **'Element Lines'**

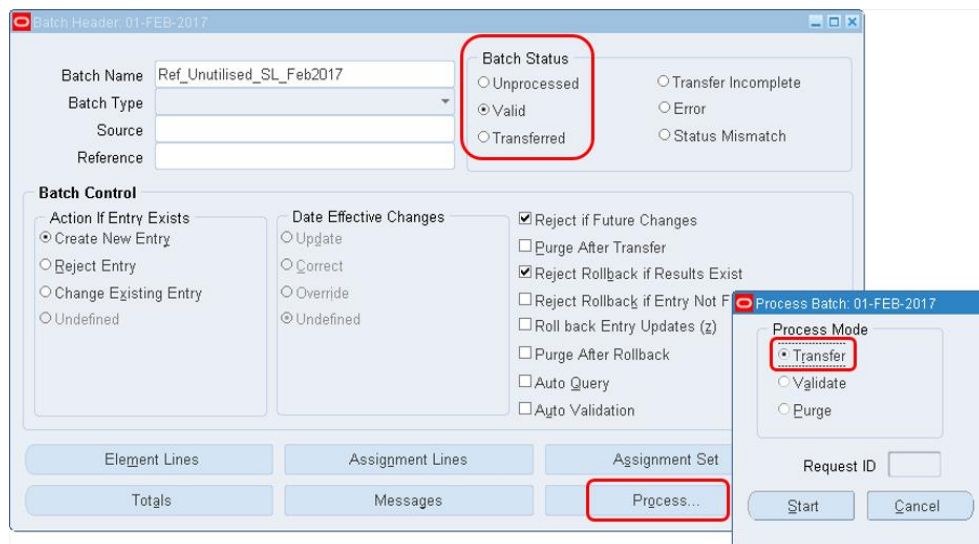


24. Verify if the 'Status' has changed to "Valid"

25. Close Batch Lines screen

Note:

The Batch Status can also be verified in the Batch Header Screen, as depicted below.



26. Click on 'Process'

27. Select 'Transfer'

28. Click 'Start'

29. Click 'OK'

Note:

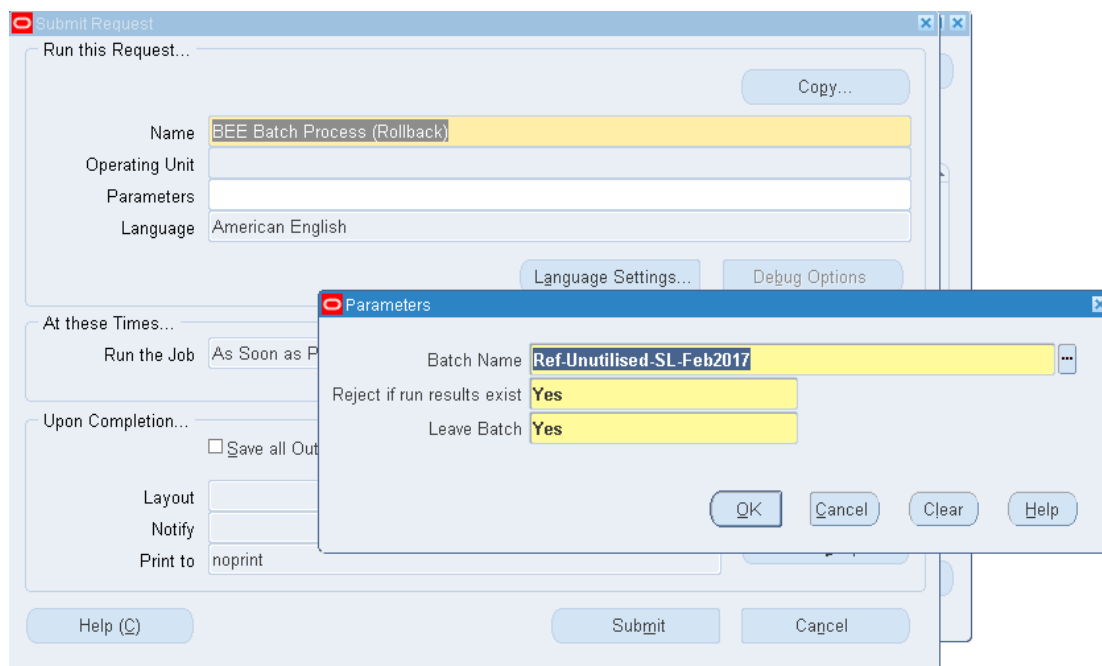
- To verify the status, repeat steps 22 to 28 (The status will changed from "Valid" to "Transferred")

- All Valid batch lines will be transferred to element entries.

11.16.1 ROLLBACK BATCH ELEMENT ENTRY

After a Batch Element Entry transfer is completed, same can be rolled back to completely remove the elements (e.g. Refund of Unutilised Sick Leave) added to element entries.

VIEW → REQUESTS → SUBMIT A NEW REQUEST → SINGLE REQUEST



1. Query "BEE Batch Process (Rollback)"
2. Fill in the details in the Parameters screen accordingly (as shown above)
3. Click 'OK'
4. Click 'Submit'

12.0 HR SELF-SERVICE

The Oracle Self- Service will enable each employee to view **their own data**.

The HRMIS provides two functions with respect to self- service:

- **MCS Employee Self Service Read Only**

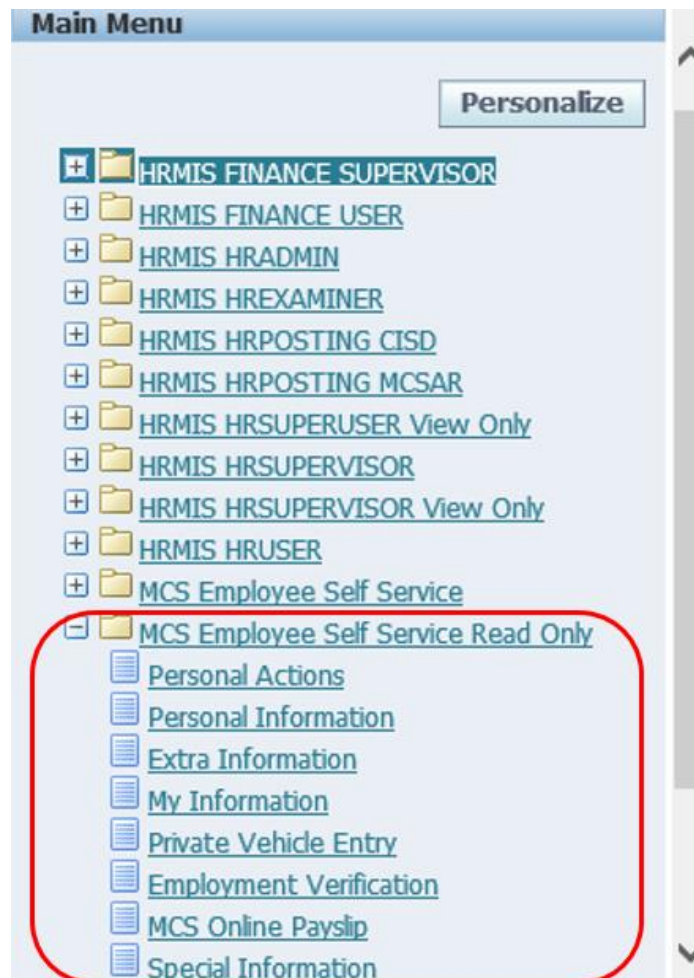
Where an employee will be able to view his/ her own data.

- **MCS Employee Self Service** (This function will be used when the Core HR Module will be implemented)

Where an employee will be able to add or update his own records, subject to validation by HR Section on receipt of documentary evidence.

12.1 MCS EMPLOYEE SELF SERVICE READ ONLY

Upon log- in the HRMIS, in the main menu you will find MCS Employee Self Service Read Only.



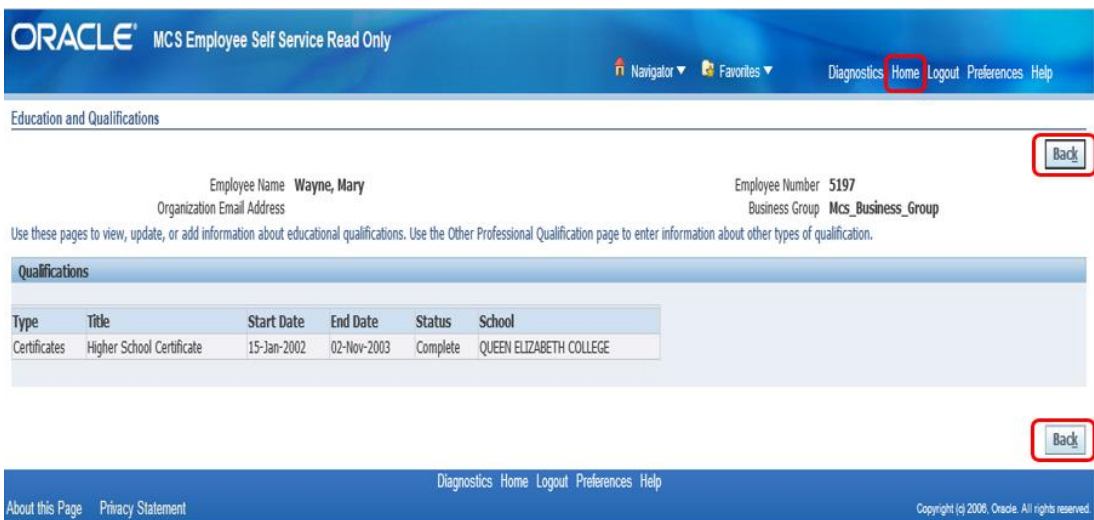
12.1.1 PERSONAL ACTIONS

MCS EMPLOYEE SELF SERVICE READ ONLY → PERSONAL ACTIONS

The screen provides a read-only summary of what the employee can view.



1. Select start to view the Action.



2. Select Back to go to the Personal Actions window.
3. Select Home to go to the Main Menu.

12.1.2 PERSONAL INFORMATION

MCS EMPLOYEE SELF SERVICE READ ONLY → PERSONAL INFORMATION

This screen will provide the basic details of the employee.

ORACLE MCS Employee Self Service Read Only

Navigator Favorites Diagnostics Home Logout Preferences

Personal Information Back

Employee Name **Wayne, Mary** Employee Number **5197**
 Organization Email Address Business Group **Mcs_Business_Group**

Basic Details

Full Name **Wayne, Mary**
 Marital Status **Married**
 Date of Birth **17-Aug-1987**
 National Identifier **8170887303266B**
 Employee Number **5197**
 Organization Email Address

Phone Numbers

Home **6368925**
 Mobile **58457821**
 Work **4054100**

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/>	Wayne, Jack	Spouse	No				

Dependents And Beneficiaries

Add or update information about your beneficiaries or dependents.
 Note: People you enter here become dependents or beneficiaries only after you complete Benefits Enrollment.

Select	Name	Relationship
<input checked="" type="radio"/>	Wayne, Jack	Spouse

Back

Select 'Home' or 'Back' to go to the Main Menu.

12.1.3 EXTRA INFORMATION

MCS EMPLOYEE SELF SERVICE READ ONLY → EXTRA INFORMATION

This screen allows to view details input in the Extra Information

ORACLE MCS Employee Self Service Read Only

Navigator Favorites Diagnostics Home Logout Preferences Help

Extra Information Cancel

Employee Name **Wayne, Mary** Employee Number **5197**
 Organization Email Address Business Group **Mcs_Business_Group**

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Bank Scheme Details

Select Status	Start Date	End Date	Bank Scheme
No results found.			

Bicycle Loan Repayment Details

Select Status	Contracted	Date Loan Approved	Date Loan Signed	Bank A/C to debited	Bank Name	Bank Branch	Date Loan Disbursed	Loan Reference	Type of Loan	Vehicle Amount of Loan	Interest Loan Rate	First Repayment Period	Last Repayment Period	No of Instalment	Bank Guarantee	Capital Balance at Migration	Interest Balance at Migration	Migration Status	Migration Flag
No results found.																			

Break in Service

Select Status	Type/Reason	From Date	To Date	Contribution	Number of Days
No results found.					

Centre Hospital

Select Status	Date Start	Date End	Centre/Hospital
No results found.			

Conferences/Mission Details

Select Status	Delegates	Country Visited	Conferences attended	Travel Agent	Allowance Paid	Paid in TAS	Payment Voucher	Duration of Course	Travelling Time	Allowance of Course (In Transit)	Cost of air tickets
<input checked="" type="radio"/>	Mr John Smith	Australia	COP 21								

Disability

Select Status	Disability Description
No results found.	

Eligibility of Pension - For National Assembly only

Select Status	Start Date	End Date	Number of Terms	Contribute towards Pension Fund
No results found.				

Employment History

Select Status	Grade	Ministry/Department	From	To	Remarks Line 1	Remarks Line 2	Remarks Line 3	Remarks Line 4
No results found.								

Employment Recognition Details

12.1.4 MY INFORMATION

MCS EMPLOYEE SELF SERVICE READ ONLY → MY INFORMATION

The screen below will enable the employee to view other data, for example, Employment, Performance, Absence and Job Applications.

ORACLE MCS Employee Self Service Read Only

Wayne, Mary

The following section displays the summary as of today's date.

Effective Date 13-Oct-2017

Assignment Number	5197	Assignment Start Date	03-Apr-2017
Assignment End Date		Job	Management Support Officer
Department	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	Location	6th Floor, New Government Centre, Port Louis
Manager		Years of Service	1.53
Email Address		Salary	
Performance Rating		Performance Review Date	
Total Number of Absences	0	Total Training Days	0
Applications Exist?	No		

Employment Performance Absence Job Applications

The following section displays detailed historical information through today's date.

Views

View

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Salary Code	Department	Location	Assignment Category	Email Address
Show	5197	03-Apr-2017		Yes	Management Support Officer	08.035.062	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	6th Floor, New Government Centre, Port Louis		
Show	5197	01-Apr-2017	02-Apr-2017	Yes	Management Support Officer	08.035.062	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	6th Floor, New Government Centre, Port Louis		
Show	5197	01-Apr-2016	31-Mar-2017	Yes	Management Support Officer	08.035.062	MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS	6th Floor, New Government Centre, Port Louis		

Click on Home to go to the Main Menu.

12.1.5 PRIVATE VEHICLE ENTRY

MCS EMPLOYEE SELF SERVICE READ ONLY → PRIVATE VEHICLE ENTRY

Under this screen, the User will be able to view details of his vehicle.

ORACLE MCS Employee Self Service Read Only

My Vehicles

Employee Name Wayne, Mary Employee Number 5197
 Organization Email Address Business Group Mcs_Business_Group

[Expand All](#) | [Collapse All](#)

Focus	Registration Number	Vehicle Type	Make/Model	Year	Engine Capacity	Insurance Number	Insurance Expiry Date	Approval Status	Users	Extra Information	Update	Delete
<input type="checkbox"/>	My Vehicles											
<input type="checkbox"/>	Company											
<input type="checkbox"/>	Private											

Diagnosics Home Logout Preferences Help

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Click on Home to go to the Main Menu.

12.1.6 EMPLOYMENT VERIFICATION

MCS EMPLOYEE SELF SERVICE READ ONLY → EMPLOYMENT VERIFICATION

This screen allows the employee to query with HR or Finance department, on a specific information on his profile.

ORACLE MCS Employee Self Service Read Only

Navigator Favorites Diagnostics Home Logout Preferences Help

Error
[Reply To](#) - Please enter the e-mail address in RFC822 format.

Employment Verification

Employee Name **Wayne, Mary** Employee Number **5197**
 Organization Email Address Business Group **Mcs_Business_Group**

Use the Employment Verification function to release employment information and, optionally, salary information to an external organization or person. Select the type of information to release and enter the recipient details.
 * Indicates required field

Details to Share

Employment Information
 Employment and Salary Information

Recipient Information

* To
 user@host.domain
 * Reply To
 user@host.domain
 Please enter the e-mail address in RFC822 format.
 * Expires in Days

Access Restrictions
 The recipient can access the information until the given number of days or visits is reached, whichever comes first.

12.1.7 MCS ONLINE PAYS LIP

MCS EMPLOYEE SELF SERVICE READ ONLY → MCS ONLINE PAYS LIP

This screen will enable the employee to view his payslips electronically.

ORACLE Logout

Personal Information

Full Name: [Redacted] Salary Code: **14.40.60**
 Assignment: 15 Period: 01-MAR-2016

Payslip Details

Earnings	Amount	Deductions	Amount
Basic Salary	32375.00	Civil Service Family Protection Scheme	673.00
Compensation 2015	600.00	Employees Welfare Fund Loan	5940.36
Compensation 2016	150.00	Mutual Aid	12113.39
Driving Allowance	450.00	Mutual Aid Guarantee Benevolent Fund	20.00
Refund of Bus Fares	1920.00	New Pension Scheme Employee Contribution PRB2008 6	1988.00
Rent Allowance	1015.00	Paye	149.00
Risk Allowance	675.00	Police Welfare Association Contribution	200.00
Special Duty Allowance	975.00	Surgical Scheme	75.00
Survey Fees	7100.00		
Technician Pay Allowance	730.00		
Total	45990	Total	21158.75
		Net	24831.25

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Note:

The employee can view his payslips for different period by selecting the appropriate period from the dropdown list as circled above.

12.1.8 SPECIAL INFORMATION

MCS EMPLOYEE SELF-SERVICE READ ONLY → SPECIAL INFORMATION

Under this screen, the employee will be able to view details as captured under the Special Section Screen in the People Screen.

ORACLE MCS Employee Self Service Read Only

[Navigator](#) [Favorites](#) [Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Special Information

Cancel

Employee Name **Wayne, Mary**

Organization Email Address

Employee Number **5197**

Business Group **Mcs_Business_Group**

Manage Duty Free

Select Status	Type of Benefits	Entitlement	Date of Application	Date Approved	Remarks Line 1	Remarks Line 2	No of Times Granted	Start Date	End Date
No results found.									

Manage Incremental Credit

Select Status	Increment Type	No of Increments	Date Granted	Remarks Line 1	Remarks Line 2	Start Date	End Date
No results found.							

Manage Training Course

Select Status	Training Course	Training Institution	Duration From	Duration To	Date of Award	Sponsorship	Remarks Line 1	Remarks Line 2	Start Date	End Date
<input checked="" type="radio"/>	ICT	Civil Service College	15-Apr-2016	20-Apr-2016					15-Apr-2016	20-Apr-2016

PAYE - EDF

Select Status	Date Submitted	Income Exemption Threshold	Child 1	Educational Institution for Child 1	Child 2	Educational Institution for Child 2	Child 3	Educational Institution for Child 3	Medical Insurance	Housing Loan Interest	Total Exemption Claimed	Start Date	End Date
No results found.													

PAYE - EDF

Select Status	Date Submitted	Income Exemption Threshold	Child 1	Educational Institution for Child 1	Child 2	Educational Institution for Child 2	Child 3	Educational Institution for Child 3	Medical Insurance	Housing Loan Interest	Total Exemption Claimed	Start Date	End Date
No results found.													

Passage Benefit Application

Select Status	Date	Application Benefit	Passage Latest Balance	Passage Balance	Passage Benefit	Passage Planned Date of Travel	Travel Agent	Travel Agent Details	Travel Agent Amount Paid	Travel Agent to be Paid	Pocket Money	Inland Hotel Name	Inland Hotel Amount to be Paid	Inland Hotel Details paid	Medical Treatment	Death - Heirs	Death - Cash	Bank Payment	Employee Additional Bank A/c Information/Notes	Total Passage Benefit Applied	Start Date	End Date
No results found.																						

Passport Details

Select Status	Passport No Personal	Passport No Diplomatic	Passport Name	Place of Issue	Issue Date	Expiry Date	Issuing Country	Start Date	End Date
No results found.									

Vehicle Loan Application

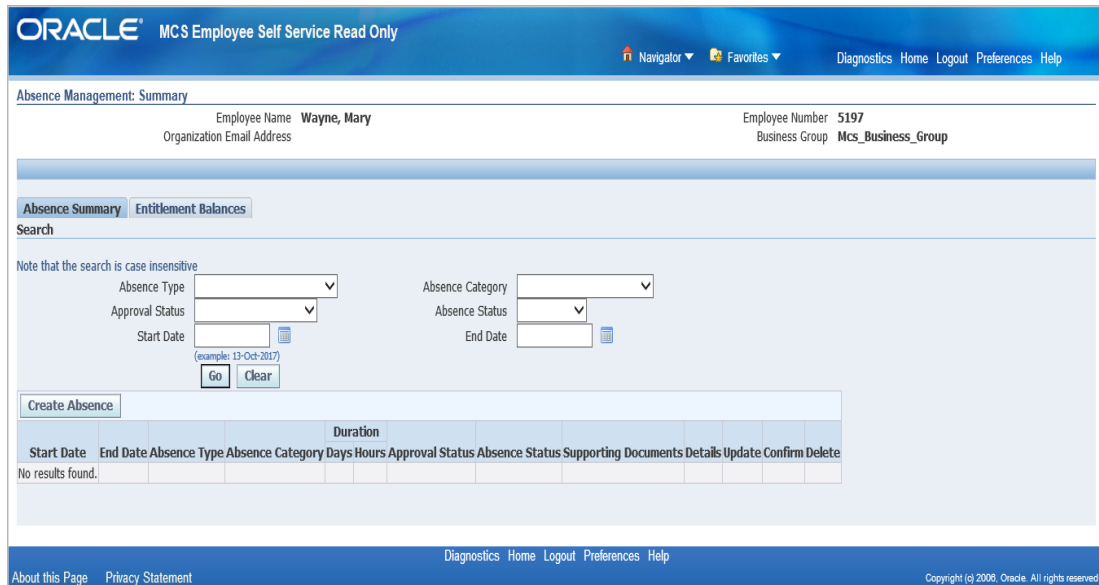
Select Status	Loan Application Date	Type of Vehicle Loan	Type of Document	No of Bank Accounts	Name of Bank	Branch	Account Make/Model	Name of Seller	Address	Registration Number	New/Reconditioned/Second Hand	Loan Application Number	Loan Reference Number	Start Date	End Date
No results found.															

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12.1.9 ABSENCE MANAGEMENT

MCS EMPLOYEE SELF-SERVICE READ ONLY → ABSENCE MANAGEMENT

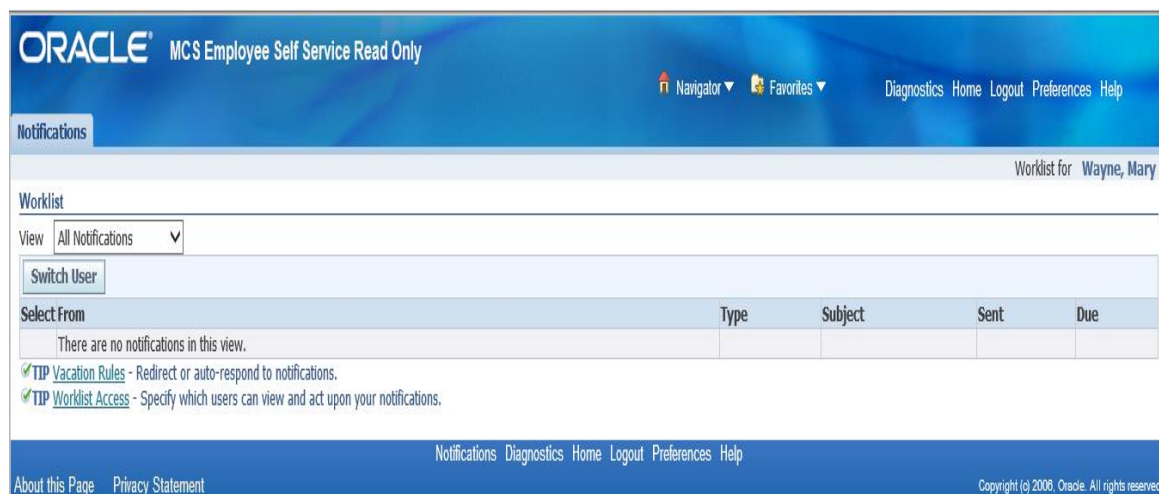
This screen will be used for leave management.

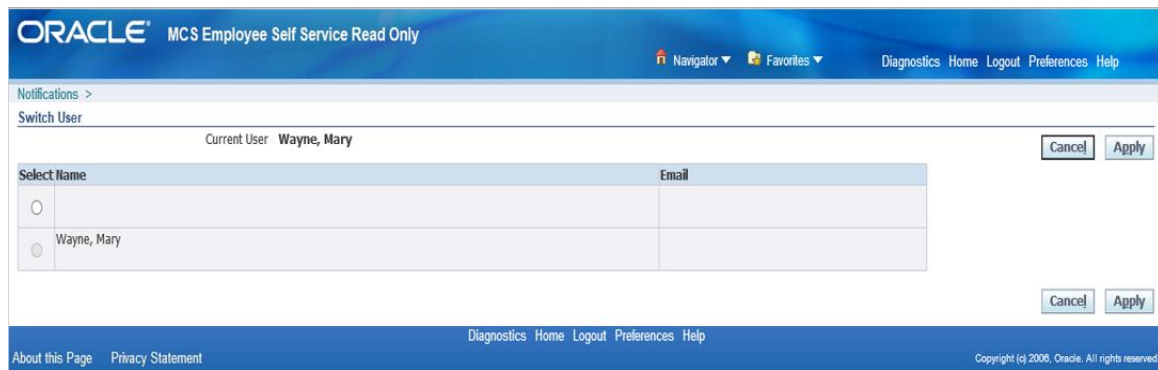


12.1.10 NOTIFICATIONS

MCS EMPLOYEE SELF-SERVICE READ ONLY → NOTIFICATIONS

This screen allows to view all notifications.





12.1.11 EDUCATION & QUALIFICATIONS

The employee will be able to view his qualifications details.

MCS EMPLOYEE SELF-SERVICE READ ONLY → PROFESSIONAL DETAILS → EDUCATION & QUALIFICATIONS



12.1.12 OTHER PROFESSIONAL QUALIFICATIONS

MCS EMPLOYEE SELF-SERVICE READ ONLY → PROFESSIONAL DETAILS → OTHER PROFESSIONAL QUALIFICATIONS

ORACLE Professional Details

Navigator Favorites Diagnostics Home Logout Preferences Help

Other Professional Qualifications

Employee Name **Wayne, Mary** Employee Number **5197**
 Organization Email Address Business Group **Mcs_Business_Group**

Use these pages to view, update, or add information about professional qualifications. Use the Education & Qualifications page to enter information about educational qualifications.

Qualifications

Information about professional qualifications is missing. Click Add Professional Qualification to supply this information. Use the Education & Qualifications page to enter information about educational qualifications.

Type	Title	Start Date	End Date	Status
No results found.				

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12.1.13 COMPETENCY PROFILE

MCS EMPLOYEE SELF-SERVICE READ ONLY → PROFESSIONAL DETAILS → COMPETENCY PROFILE

The employee will be able to view details of his competencies.

ORACLE Professional Details

Navigator Favorites Diagnostics Home Logout Preferences Help

Competency Profile

Employee Name **Wayne, Mary** Employee Number **5197**
 Organization Email Address Business Group **Mcs_Business_Group**

Current Competencies History Awaiting Approval

TIP Competencies awaiting approval are not available for selection and update.

Select	Details	Name	Short Name	Current Proficiency Level	Status	Start Date	End Date	Correct
No results found.								

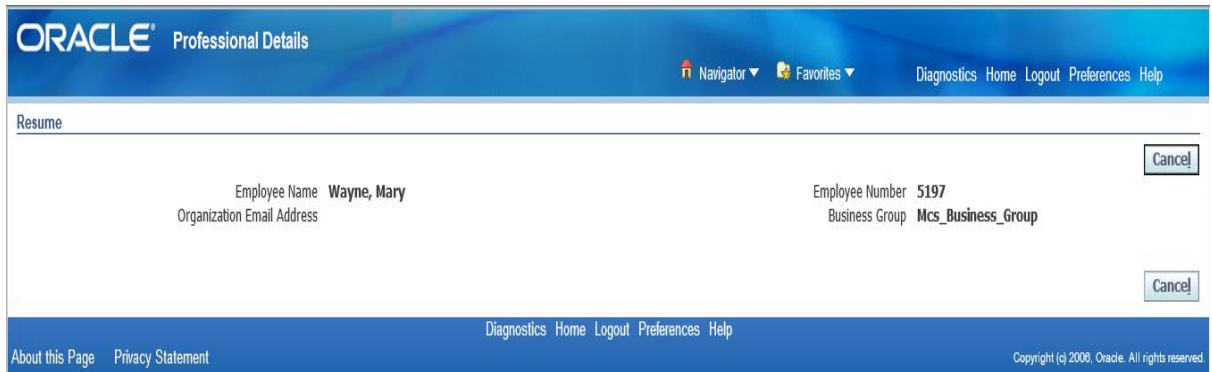
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12.1.14 RESUME

MCS EMPLOYEE SELF-SERVICE READ ONLY → PROFESSIONAL DETAILS → RESUME

The employee will be able to view his resumes attached in the:

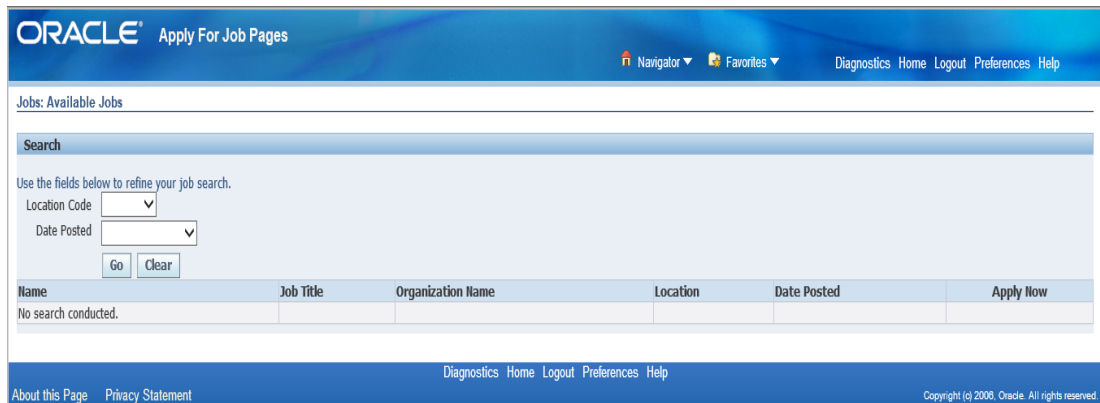
MCS employee self-service → Resume



12.1.15 APPLY FOR JOB PAGES

MCS EMPLOYEE SELF-SERVICE READ ONLY → APPLY FOR JOB PAGES → SEARCH AND APPLY FOR A JOB

This screen can be used to apply for job internally.



Ministry of Civil Service and Administrative Reforms

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Level 5, SICOM Building 2
Corner Chevreau & Rev. Jean Lebrun Streets, Port Louis
Republic of Mauritius

Tel : PABX 405 4100
Fax : 212 41 60, 210 7425
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MCSAR HRMIS UNIT

Ext: 10044 - 10047, 10052 – 10064

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hrmisunit@gmail.com

MCSAR IT UNIT

Ext: 10048, 10049 & 10051

Email: mcsar-it@govmu.org

HRMIS FINANCE TEAM

Tel : 201 3967 & 201 3930

Fax: 211 0987

Email: hrmisfinance@govmu.org

