

HRMIS Training Manual

ADDENDUM V 1.4

MCSAR
HRMIS UNIT
AUGUST 31, 2018

Document Control

Date	Author	Version	Change Reference
07 March 2018	HRMIS UNIT	1.0	Creation
10 March 2018	HRMIS UNIT	1.1	Update
13 March 2018	HRMIS UNIT	1.2	Review
21 August 2018	HRMIS UNIT	1.3	Update
29 August 2018	HRMIS UNIT	1.4	Review

Section 3.3.2, Page 35

Change Address

Address: 01-JAN-2016

Country: Mauritius

Address: ..Royal Road.Curepipe...Mauritius..

Details

Type: Primary Home Address

Primary

Date From: 01-JAN-2016

Date To: []

Address: 23-MAR-2018

Country: Mauritius

Address: ..Royal Road.Curepipe...Mauritius..

Details

Type: Primary Home Address

Primary

Date From: 01-JAN-2016

Date To: 22-MAR-2018 []

1. Set effective date to date of change of address (Example: 23 Mar 2018 in our scenario)
2. In "Date To" field, input the end date one day before the change of address (22 Mar 2018)
3. Click on 'New' icon or arrow down (keyboard) to fill in the new address in the blank form
4. Save

Address: 23-MAR-2018

Country: Mauritius

Address: []

Details

Type: []

Primary

Date From: 23-MAR-2018

Date To: []

Address: 23-MAR-2018

Country: Mauritius

Address: ..Avenue lumiere.Tamarin...Mauritius..

Details

Type: Primary Home Address

Primary

Date From: 23-MAR-2018

Date To: []

Section 3.6.9.10, Page 57

HPC/ALLOWANCE BY EMPLOYEE

An additional field, *Taxable*, has been added.

Section 3.6.9.38, Page 66

To add above section

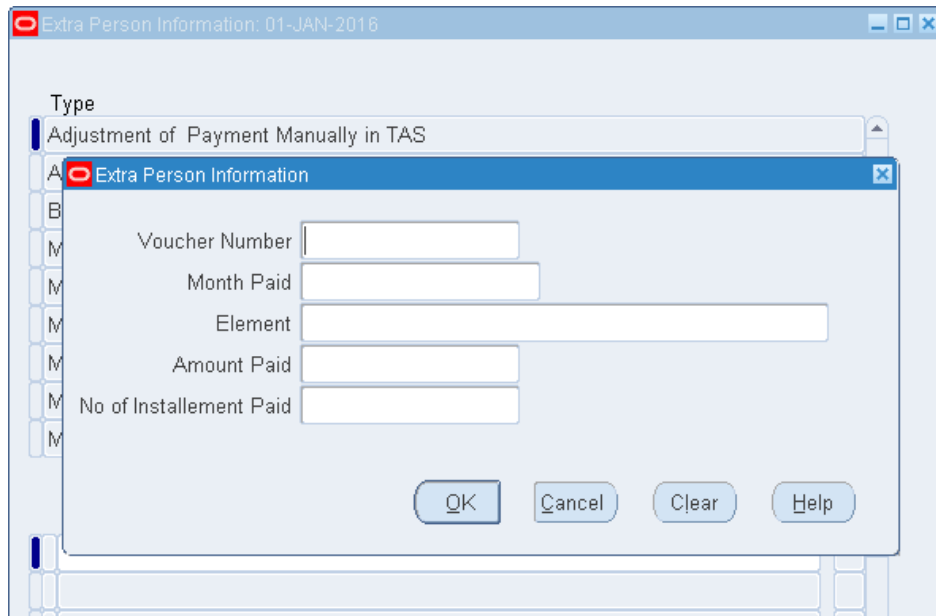
Duties of Chief of Protocol

The above EIT needs to be recorded in order to compute correct Petrol Allowance for employee who is assigned duties of Chief of Protocol and for the payment of Entertainment Allowance to the latter.

Section 3.6.9.39, Page 66

To add above section

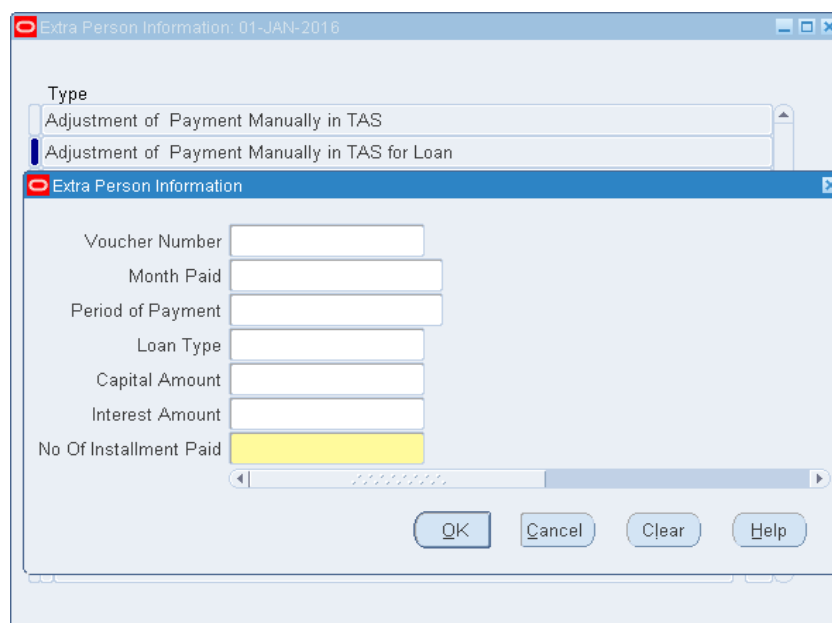
Adjustment of Payment Manually in TAS



The above EIT has to be filled in cases when an employee is on Leave Without Pay but a payment (excluding Loan) has to be made to TAS. (For instance, employee has an outstanding expenditure credit)

Section 3.6.9.40, Page 66; Section 11.14, Page 165

Adjustment of Payment Manually in TAS for Loan



Scenario:

When an employee is under Leave Without Pay, deductions with respect to Vehicle Loan contracted may be paid manually in TAS. If such is the case, the above EIT should be filled to that end.

Once the employee's status is changed back to 'In Post', the finance user has to add two deduction elements for the adjustment of loan balances, namely, **Motor Car Loan Capital Adjustment** and **Motor Car Loan Interest Adjustment**.

The screenshot shows the 'Element Entries: 01-JAN-2016' window. At the top, there are fields for 'Period' (1 2016 Calendar Month (01-JAN-2016)) and 'Classification'. To the right, the 'Processing Types' section has three radio buttons: 'Recurring', 'Nonrecurring', and 'Both' (which is selected). Below this is a table with the following columns: 'Element Name', 'Processing Type', 'Costing', and 'Reason'.

Element Name	Processing Type	Costing	Reason
Basic Salary	Recurring		
Motor Car Loan Interest Adjustmer	Nonrecurring		
Motor Car Loan Capital Adjustmer	Nonrecurring		

An 'Entry Values: 01-JAN-2016' dialog box is open in the foreground, showing several input fields:

- Pay Value
- Instalment
- Loan Reference
- SpareMoney2
- Sparenum
- SpareMoney

The two required input values are 'Instalment' (should be numeric) and 'Loan Reference'

Section 3.7, Page 67

In case an ex-employee (previously under Ministry A) is rehired as Employee/Contract by Ministry B, HR of Ministry B have to send Ministry A a written request to rehire the person, specifying the date the person to be rehired.

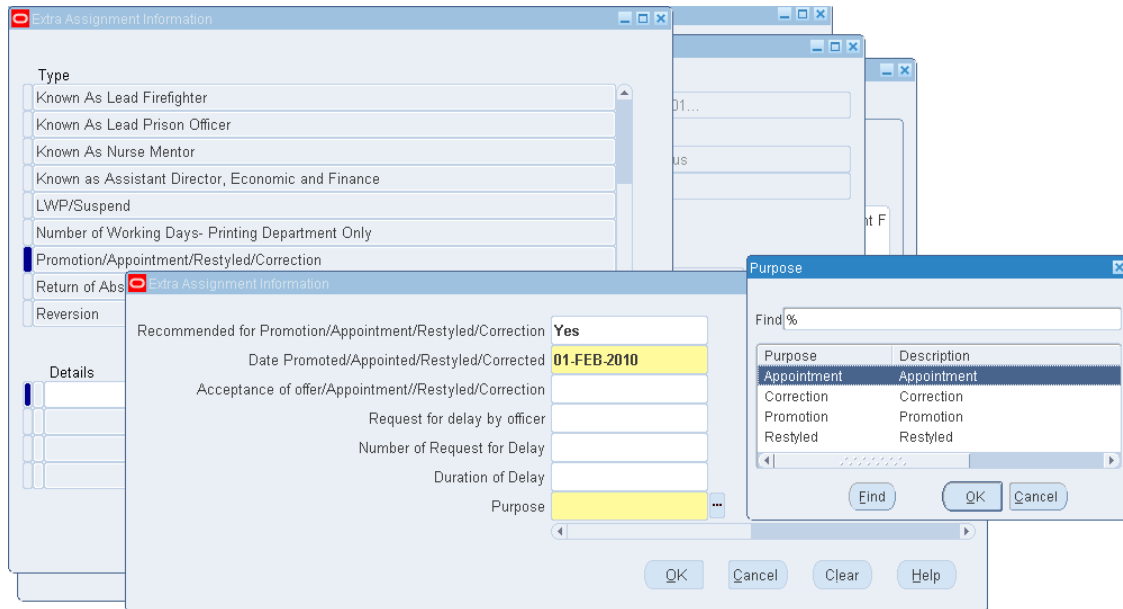
Once Ministry A has rehired the person, the latter has to effect the transfer to Ministry B on the same date rehired. Upon saving, click on 'Correction'.

Section 4.5, Page 87

Promoting an Employee

Path should read as “HRMIS HRSUPERVISOR → ASSIGNMENT EXTRA INFORMATION”

The screen to capture Promotion has been amended as below:



Note: Apart from ‘Promotion’, this screen can also be used for ‘Appointment’, ‘Correction’ & ‘Restyled’

Section 6.1.2, Page 98

Note:

- Element: Civil Service Family Protection Scheme

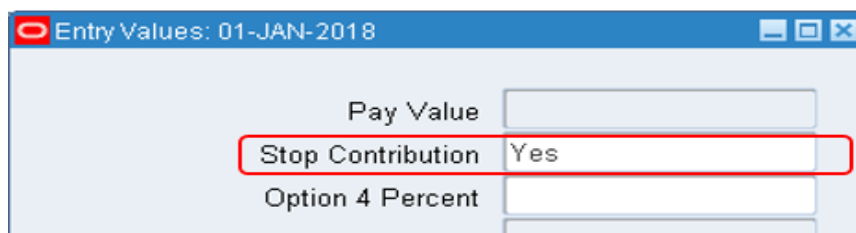
For any Employee who joined service prior to PRB 2013, select:

- *Civil Service Family Protection Scheme*

Else:

- *Employee Monthly CSFPS Contribution PRB 2013*

- For employee having reached their 60th birthday, who opts to stop contribution, the field “Stop Contribution” should be set to ‘Yes’



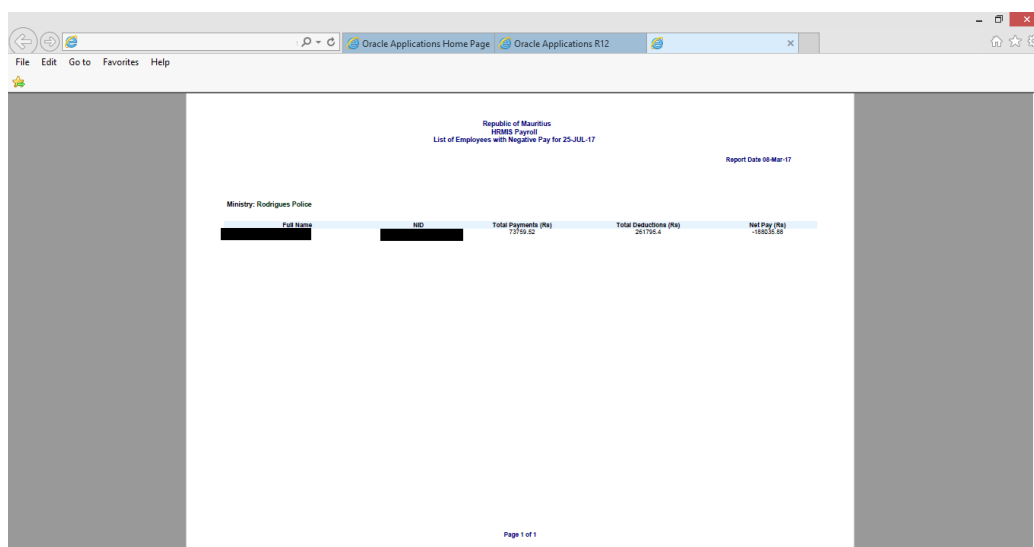
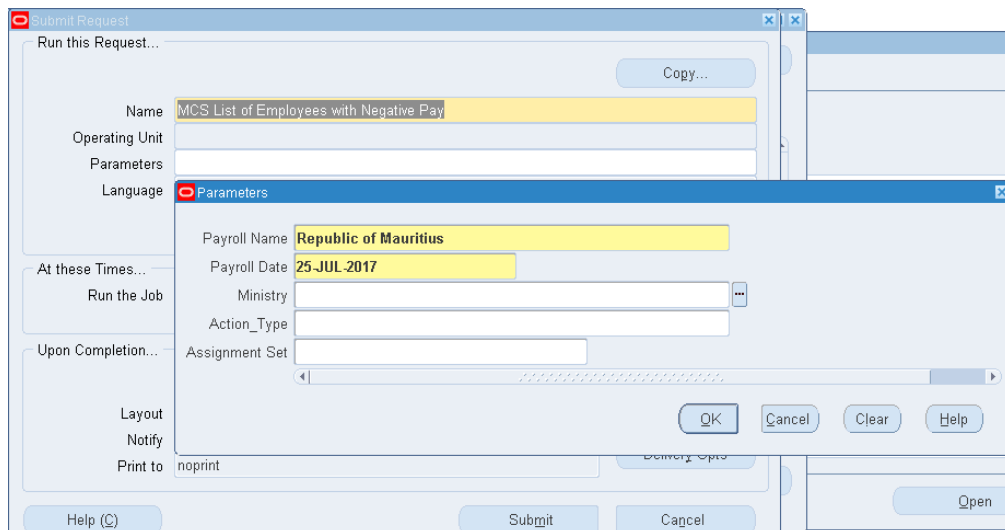
Section 8.2, Page 116

Note: (ii) Report 'MCS List of Employees with Negative Pay' needs to be run after the processing of 'Payroll Run by Organisation' at Min/Dept level.

In cases where there is Negative Pay for some employees, the payroll needs to be rollback (Refer to Section 8.2.1). The appropriate changes should be made with respect to the different Deductions Elements of the employees.

Payroll at Min/Dept level and the above report would need to be re-run, ensuring that there is no cases of Negative Pay, prior to Central Processing of Payroll.

The screenshot below shows the parameters to be entered and the output of same:



Section 9.1, Page 118*Actual Date*

Should read as "Employee's last day of work (could be different from Projected Date)" instead of 'Date the employee left really (could be different from Projected date)'

Section 11.7, Page 143

For Responsibility/Acting Allowance, the element should be end dated on the Element Entries Screen once payment has already been effected. Refer to Section 6.1.2.2 End-Dating Element.

Section 11.8, Page 144*Note*

Should read as:

- "If Interdiction with pay is at the start of the month, any earnings will be **zero**, except the elements: **Basic Salary, Compensation, Rent Allowance, Housing 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, Housing Allowance & Rent Allowance.**" If an employee is eligible for chauffeur-driven car, he will be eligible for "**Monetary Value of Private use of Official Car**".

In case the employee is Under Interdiction With Pay/ Under Interdiction Without Pay, only the Elements (Payments) affected by the Status of the officer should be end dated on Element Entries Screen. Refer to Section 6.1.2.2 End-Dating Element.

Section 11.17, Page 172

Add Section 11.17 Minister's Elements

Refer to Section 6.0 Element Entry

For Minister

List of Payment Elements:

1. National Pension Scheme 9 Drivers Allowance
2. National Pension Scheme 9 Constituency Clerk
3. National Savings Fund 3_5 Constituency Clerk
4. National Savings Fund 3_5 Drivers Allowance
5. Training Levy Fees 1_5

List of Deduction Elements:

1. Contribution National Pension Scheme 3 Constituency Clerk
2. Contribution National Pension Scheme 3 Drivers Allowance
3. Contribution National Pension Scheme 6 Constituency Clerk
4. Contribution National Pension Scheme 6 Drivers Allowance
5. Contribution National Savings Fund 1 Constituency Clerk
6. Contribution National Savings Fund 2_5 Constituency Clerk
7. Contribution National Savings Fund 1 Drivers Allowance
8. Contribution National Savings Fund 2_5 Drivers Allowance
9. Contribution Training Levy 1_5

Section 11.18, Page 172

Add Section 11.18 Payroll Reversal for a particular employee

Responsibility: Finance Supervisor

Step 1: Identify the Employee in a payroll Run

Path: View → Payroll Process Results → Find → Identify the Payroll Run and Search for the Employee

Date	Period	Type	Name	Payroll	Status
25-JUN-2018	6 2018 Calenda	Run	18-MCS_TEST_EXCLUD	Republic of M	Complete

Retry	Employee	Assignment	Number	Status
<input type="checkbox"/>	ABACOUSNAC	11691	1506940	Complete
<input type="checkbox"/>	ABBA,	6875	1502153	Complete
<input type="checkbox"/>	ABBA,	8087	1503347	Complete
<input type="checkbox"/>		54627	1548485	Complete
<input type="checkbox"/>	ABBANA,	24052	1519057	Complete
<input type="checkbox"/>	ABBANA,	26943	1521984	Complete
<input type="checkbox"/>	ABBANA,	43943	1538189	Complete
<input type="checkbox"/>	ABBAS MAMODE,	51295	1545459	Complete

Buttons: Balances, View Results, Message, SOE Report

Step 2: Query the Employee

Path: People → Enter and Maintain → Query Employee

Name

Last: [Redacted] First: [Redacted] Title: Mrs. Prefix: Suffix: Maiden: [Redacted]

Gender: Female Action: Person Type for Action: Employee

Identification: Employee 54627 National Identity Card No. [Redacted]

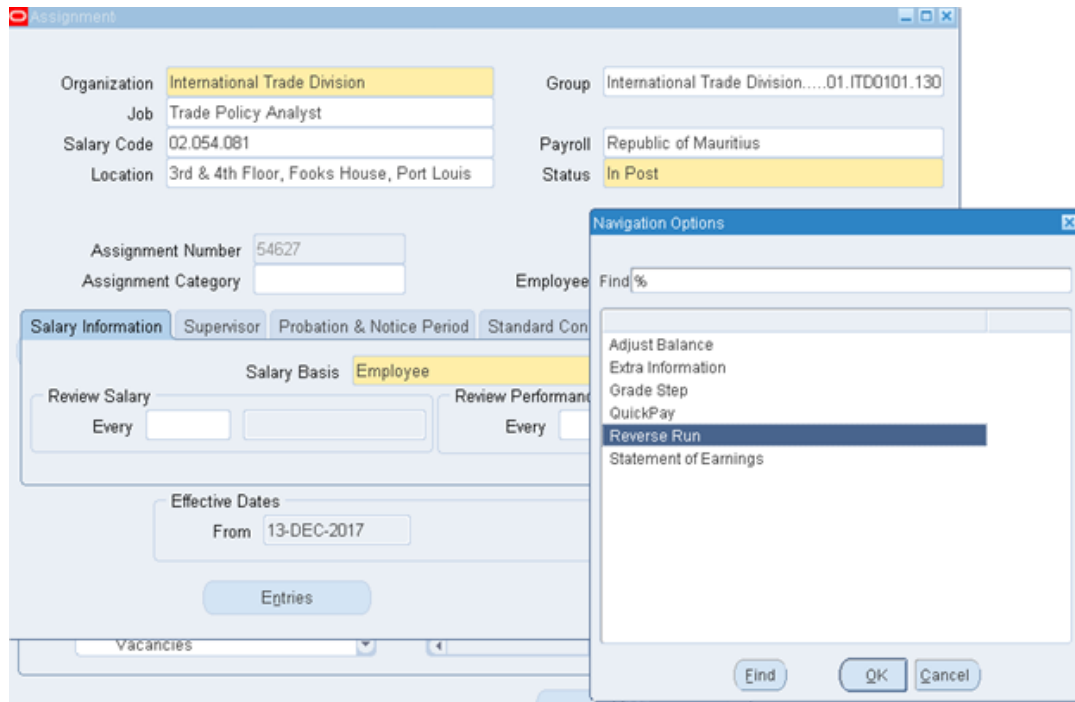
Personal Office Details Further Name Other

Birth Date: 19-DEC-1983 Age: 34 Enrollment Number: 4633 Marital Status: Married Country of Birth: Mauritius Nationality: Mauritian Length of Service: Nature of Disability: Effective Dates: From: 03-JUL-2017 To: Latest Start Date: 03-JUL-2017 [PF]

Buttons: Address, Picture, Assignment, Special Info, Others...

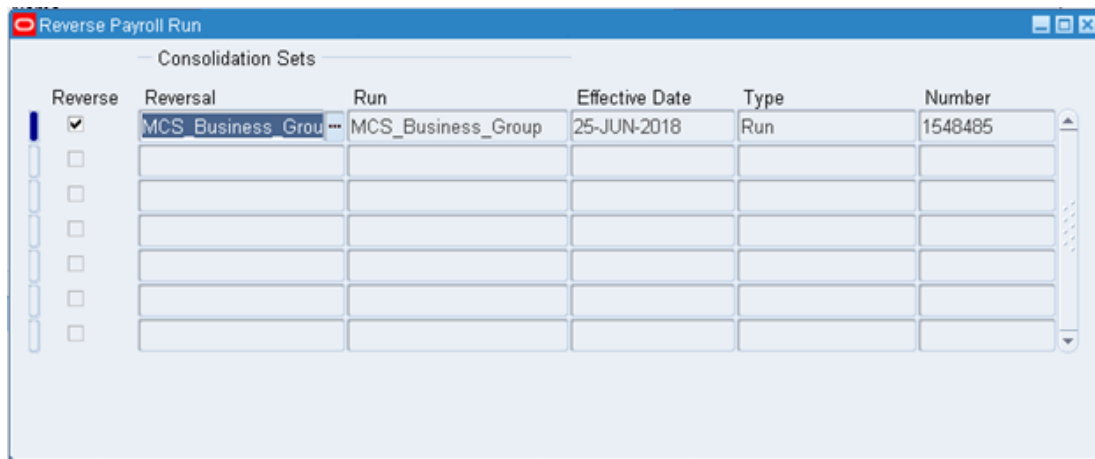
Step 3: Path for Reverse Run

Path: People → Enter and Maintain → Assignment → Others → Reverse Run

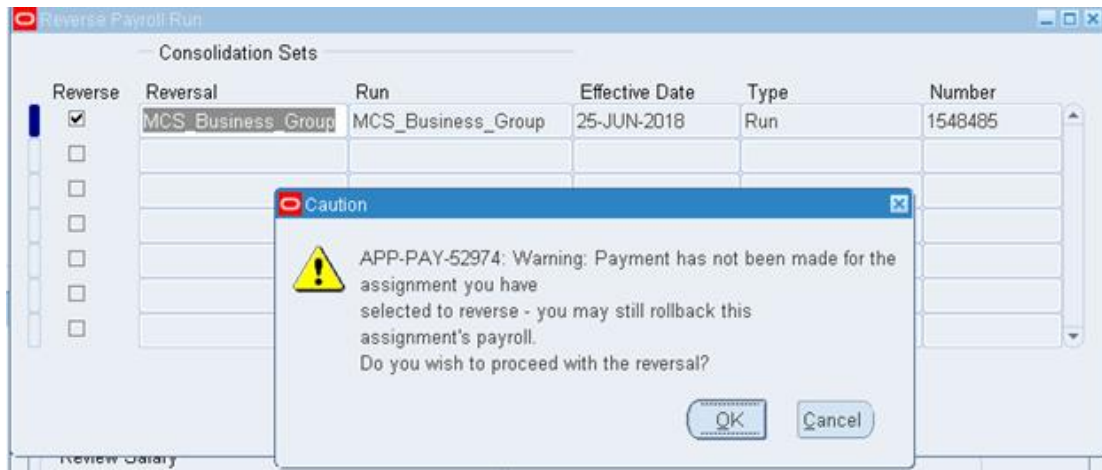


Step 4: Reverse of Payroll of an employee

- Select **MCS_Business_Group** for field Reversal and Save.

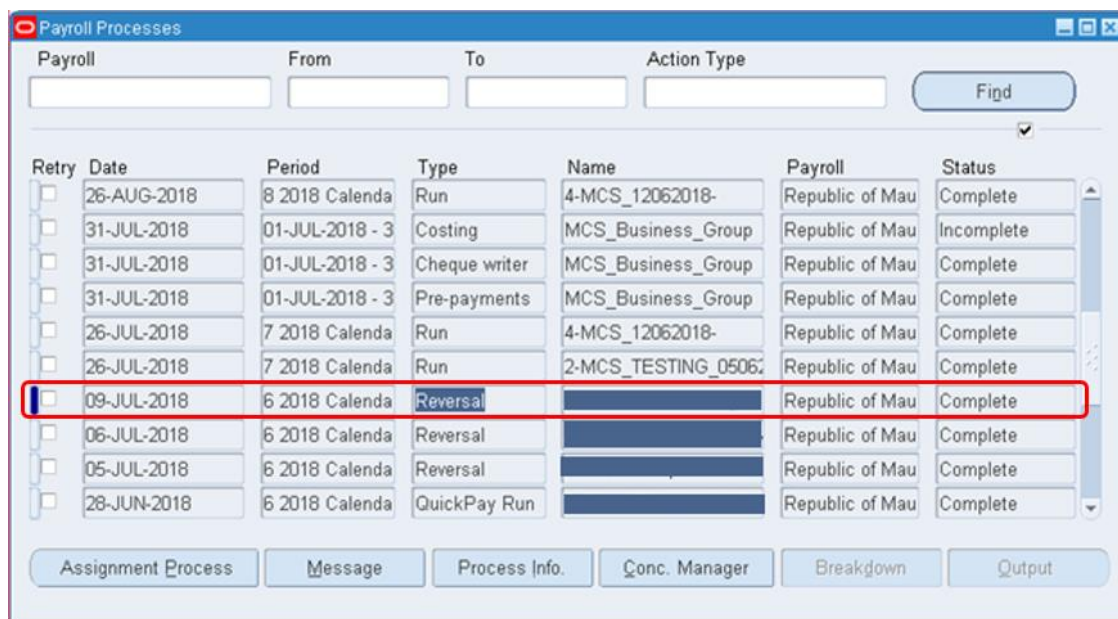


- Click on **'OK'**

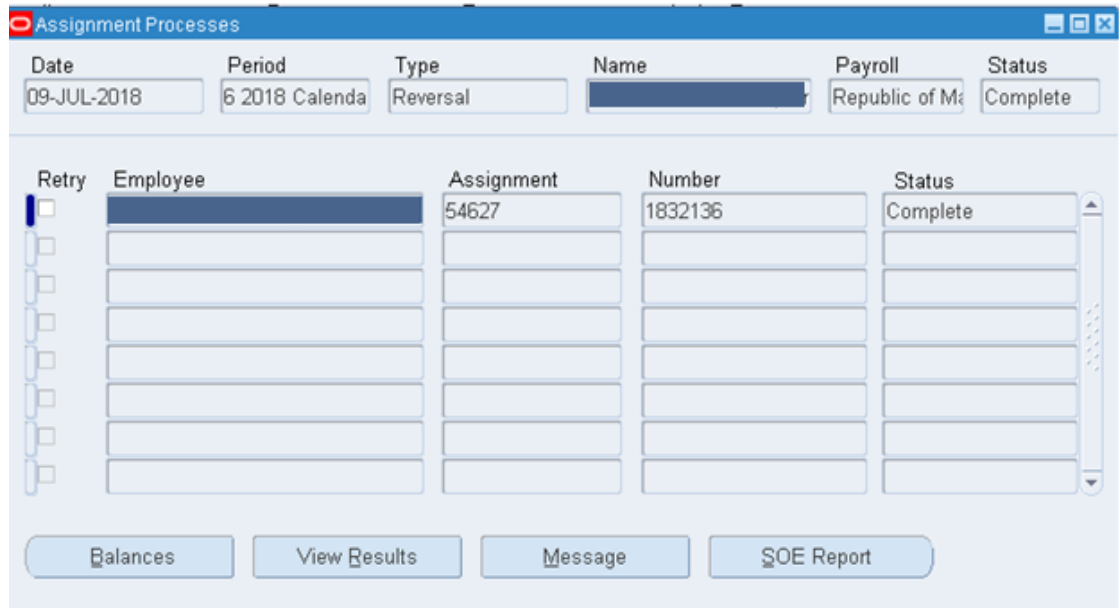


Step 5: Verify that the payroll has been reversed for this employee

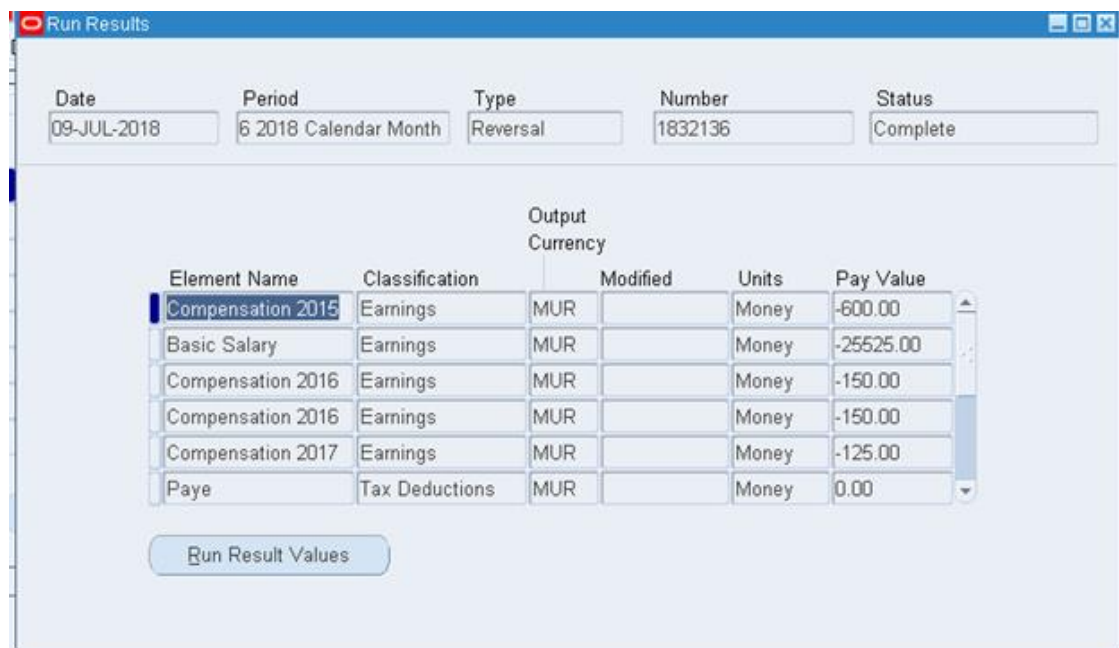
Path: View → Payroll Processes Results → Find

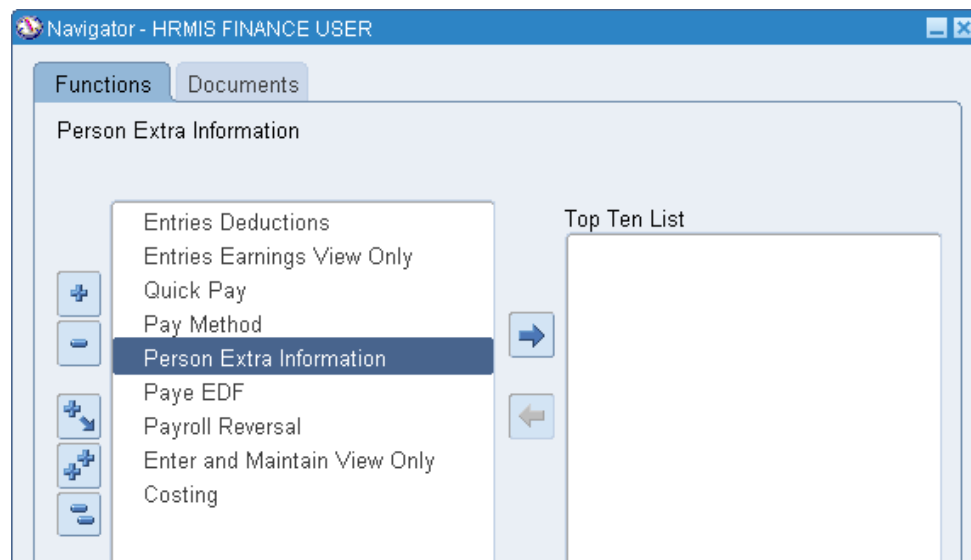
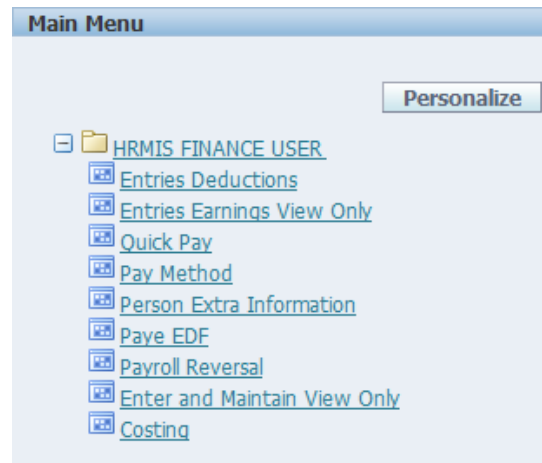


- Click on the button 'Assignment Process'

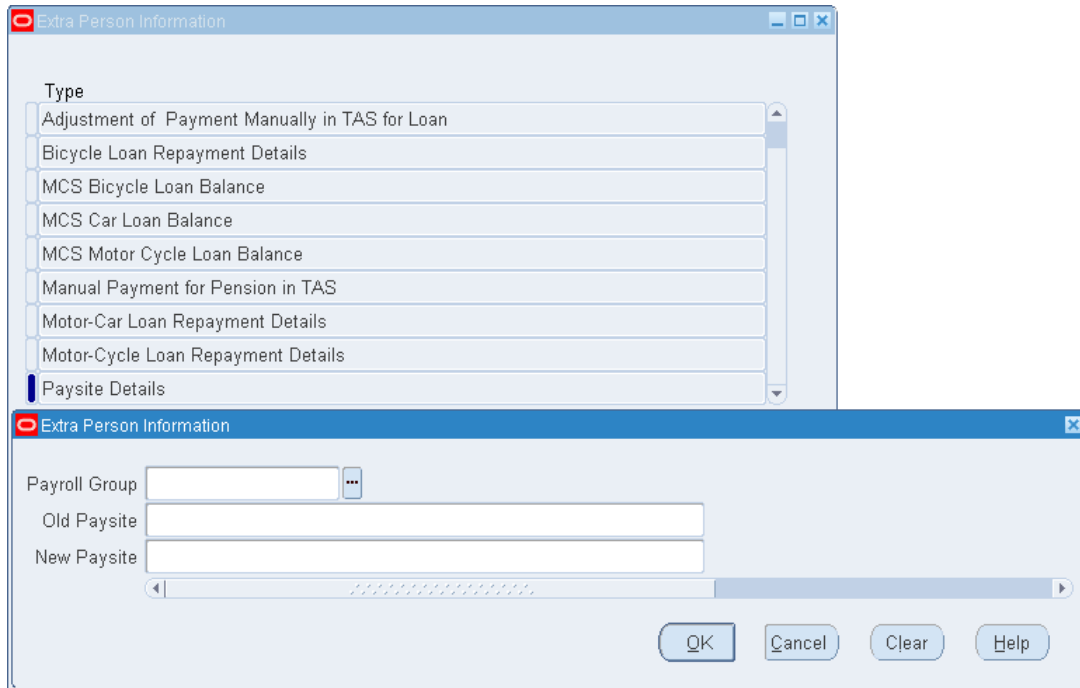


- Click on the button 'View Results'



Section 11.19, Page 172*Add Section 11.19 Change Paysite Details*

1. As a Finance User / Supervisor, click on 'Person Extra information'



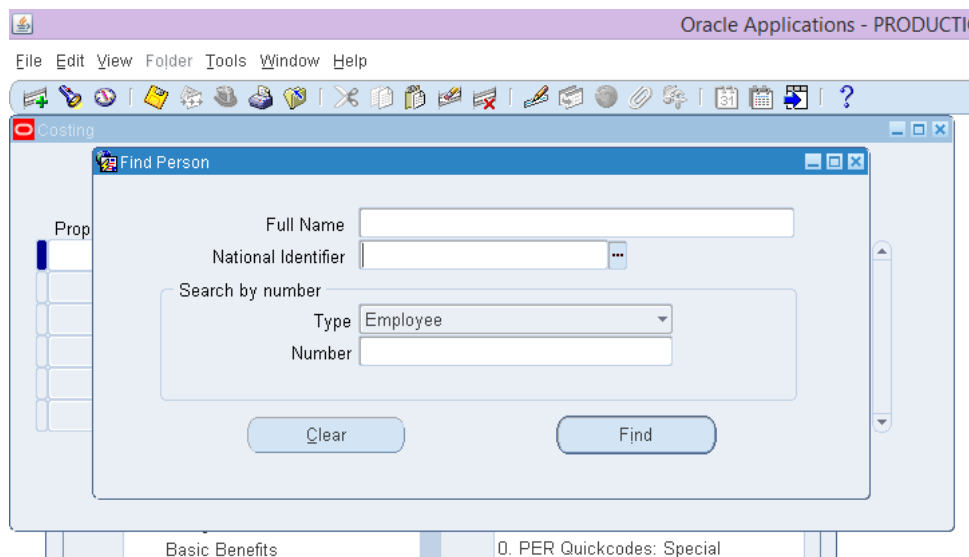
2. Under 'Paysite Details', either select the appropriate 'Payroll Group', 'Old Paysite' & 'New Paysite' or make the necessary amendments accordingly

Section 11.20, Page 172

Add Section 11.20 Costing

Input of missing Costing Details or correction of wrong Costing Details in HRMIS

FINANCE USER → Costing



1. Query the employee

Proportion	Cost Code	Effective Dates	
		From	To
100	MOE1S08.090104.ER1.	01-JAN-2016	

To enter the Costing Details:

1. Set the effective date to **01-JUL-2018**
2. Click on the tab below “Cost Code”

Ministry/ Cost Centre: MOE1S08 — RG1- Bell Village SSS

Vote/ Sub Vote: 090104 Sub-Head 9-104: Secondary Education

ID Code: ER1 M/Education- Region 1

Activity/ Project:

Buttons: OK, Cancel, Clear, Help

3. Fill in the fields in the “Cost Allocation Flexfield” accordingly by selecting the correct value for each field from the drop down list.
4. Click “OK”
5. Save

Section 11.21, Page 172

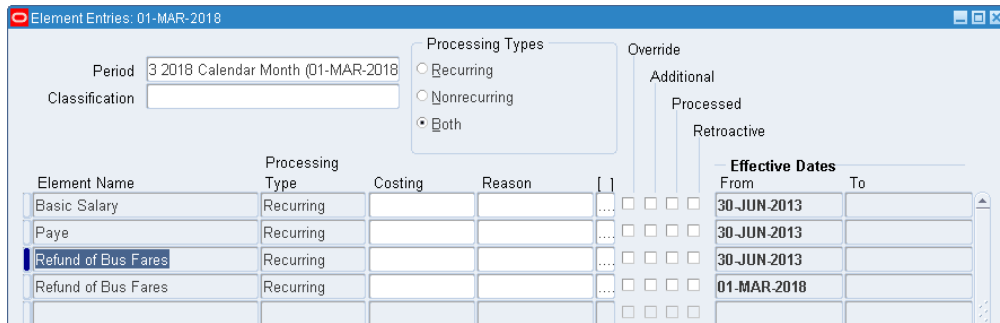
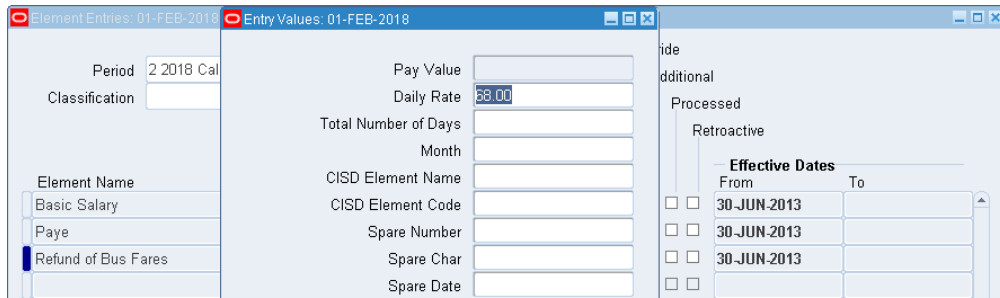
Add Section 11.21 Update an Element

Updating recurring elements having entry values, which needs to be changed for a different month.

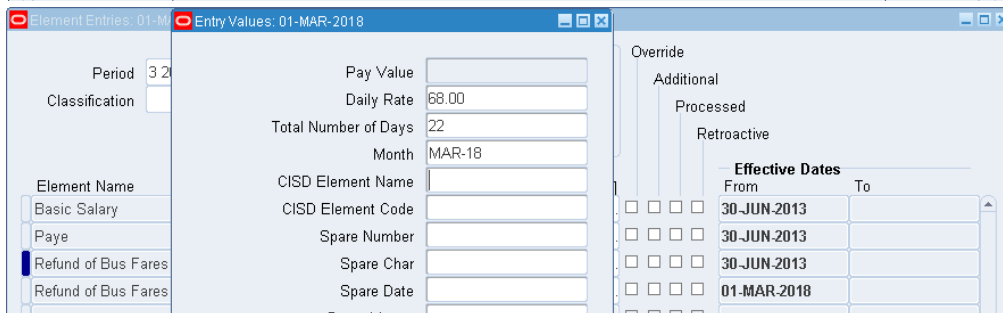
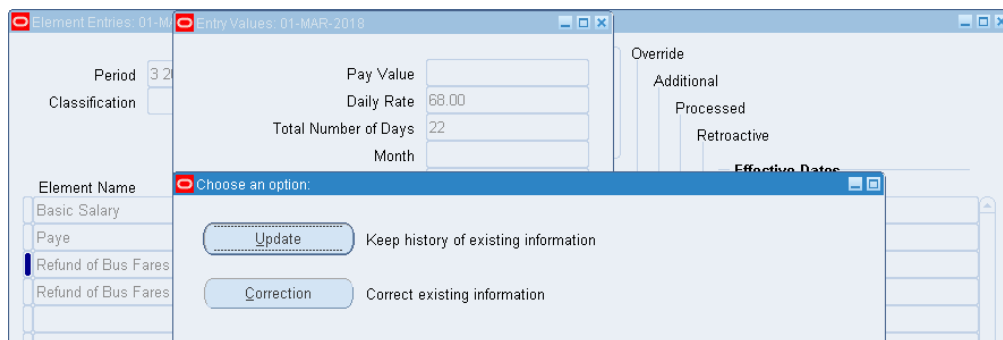
Scenario: A change of address with effect from 23 Mar 2018

How to update element “Refund of Bus Fares”

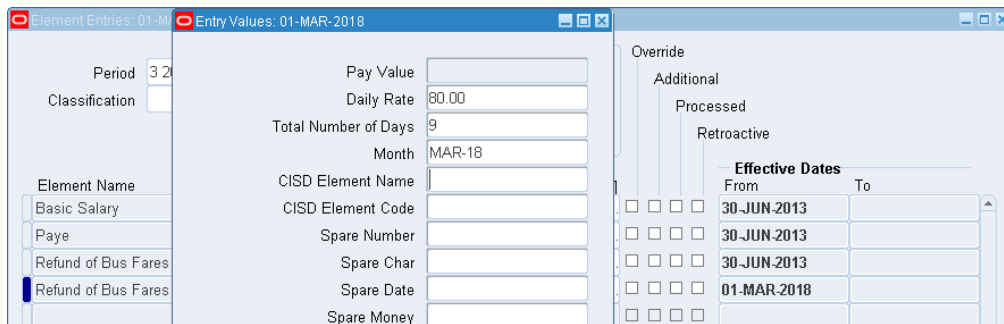
In this scenario, the Daily Rate before the change of address for this particular employee was “68.00”



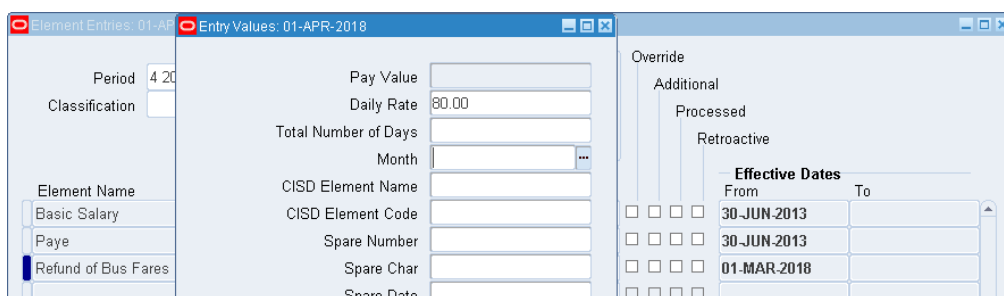
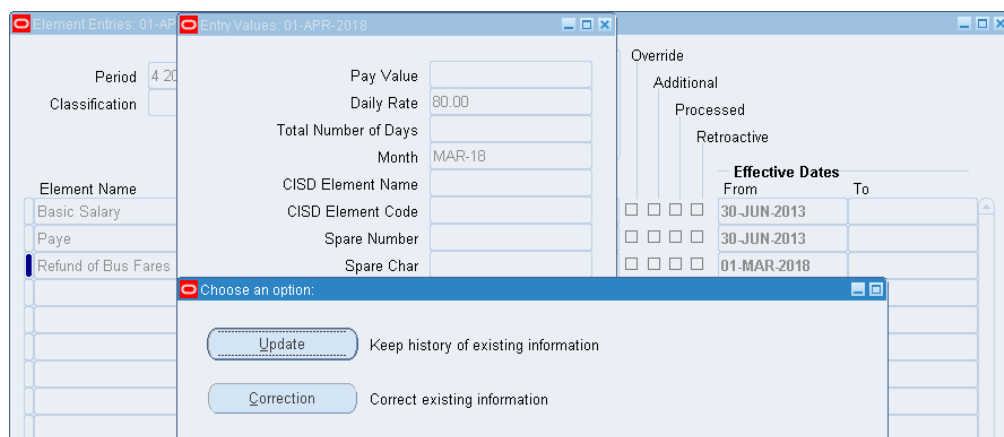
1. Go to the Element Entries Screen
2. Set the date to '1 Mar 2018'
3. Add a second element "Refund of Bus Fares" as shown above



4. Click on the first element "Refund of Bus Fares"
5. Click on "Entry Values"
6. Input the "Total Number of Days" (i.e. '22' in our scenario)
7. Click on 'Update'
8. Then input the "Month" (i.e. 'MAR-18' in our scenario)
9. Save



10. Click on the second element “Refund of Bus Fares”
11. Click on “Entry Values”
12. Input the new “Daily Rate” (‘80.00’ in our scenario)
13. Input the “Total Number of Days” (‘9’ in our scenario)
14. Input the “Month” (‘MAR-18’ in our scenario)
15. Save
16. The first element “Refund of Bus Fares” should be end dated (Elements should be end-dated on the last day of the month in question)



17. Set effective date to the next month (i.e. 1 APR 2018 in our scenario)
18. Click on the new element “Refund of Bus Fares”
19. Click on “Entry Values”
20. The “Daily Rate” stays the same
21. Delete all the details in the “Total Number of days” and “Month” fields

Then click on ‘Update’

