

Human Resource Management Information Systems (HRMIS)

"HR on the GO..."

"la transparence, la bonne gouvernance et l'excellence"

"Readiness for the HRMIS"

(Project Status)

*Workshop with HR & Finance Coordinators
22 & 23 July 2015*

@ Swami Vivekananda International Convention Centre

Presented by:

K. Samlall

Deputy Permanent Secretary

Our Objectives

Senior Officials focus more on duties of strategic nature

Synergy between HR & Finance Divisions

Fast processing of HR & financial transactions (salaries, allowances, benefits...)

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

HRM made simple & easy

Central online HR database for Civil Service

Our Project Timeline

2015 - 2016

1. Payroll

All Mins/Depts

2. Core HR

10 Mins/Depts (pilot)

3. Self Service

4. Learning Management

5. Performance Management System

All Mins/Depts

HRMIS Modules



try a **new** approach...

Meet Our

HRMIS CORE

TEAM



Assistant Manager, Human Resources

Ms Subhdrakumari PANCHOO

Mrs. Rudramba KORLAPU-BUNGAREE

Mrs. Kalayanum SOONDRON

Mr. Doomun NARAIN

Assistant Manager, Financial Operations

Mr. Aslum JEEWA

Financial Operations Officer/ Senior Financial Operations Officer

Mrs. Fawzia MUNGROO

Human Resource Executive

Mrs. Shakuntala Devi PAUPIAH

Miss Neermala CAVAREE

Mrs. Neela THOONDEE

Mr. Vivek RAMCHURN

Management Support Officer

Mr. Shahnawaaz KASSIM

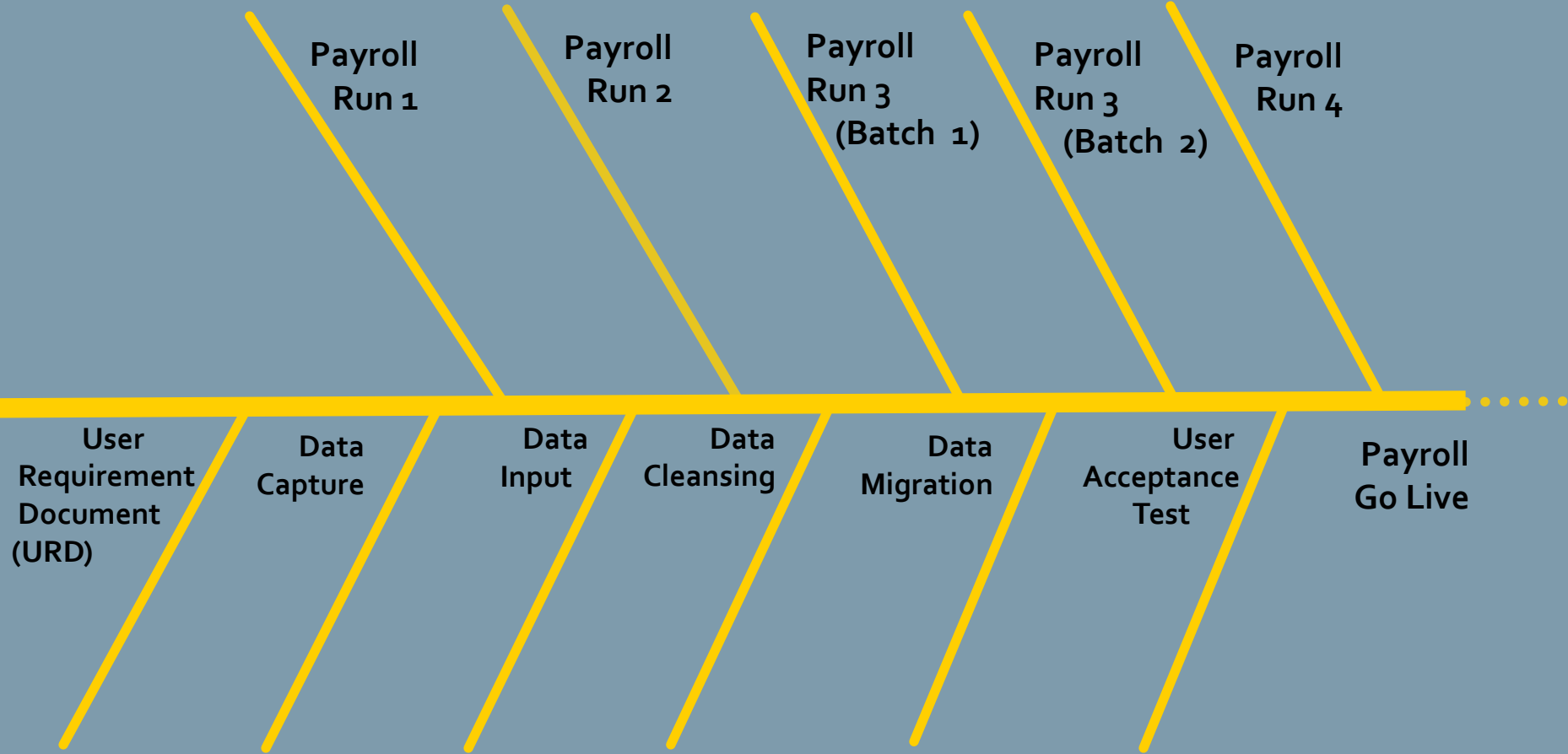
Miss Priya Dursunee SAUBA

Mr. Girish BHOYROO

Mr. Amit Visham MAYEPUTH

Mr. Kavish BOODHOO

HRMIS Phases



User Requirement Document

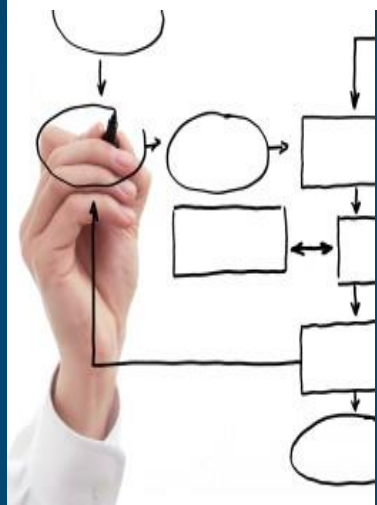
❑ Preparation of User Requirement Document (1555 pages)

- + compiling common allowances (across all Mins/Depts)
- + compiling **specific allowances** for each Ministry/Department (80 Mins/Depts)

❑ Designing Process flows for each HR transaction (Recruitment → Retirement)

❑ Validation of User Requirement Document (April-June 2014)

- ✓ scrutiny of contents of User Requirement Document (URD)
- ✓ certify correct the contents of the URD by 15 Validation Teams
(Teams comprised designated officers of HRM Cadre "**experts**" in HR specific fields)
- ✓ updating URD upon changes in business rules



PROJECT STATUS



Extract info from files & capture in DCF

| HRMIS: DATA CAPTURE FORM | | | |
|---|--|--|--|
| [Form Header Fields] | | | |
| <u>DATA CAPTURE</u> | | | |
| Extracting & recording officers' data: from Officers' Personal Files to Data Capture Forms (Status: 97%) | | | |
| [Form Body Fields] | | | |
| [Form Footer Fields] | | | |

Activities carried out:

- ✓ working out a Data Capture Strategy
- ✓ design of Data Capture Form & Guidelines
- ✓ conduct explanatory sessions

PROJECT STATUS

DATA INPUT

Feeding officers' data:



Data Capture Forms

Data Cleansing Application



Activities carried out:

- ✓ Provide guidance to SIL on layout & display of modules for Data Cleansing Application
- ✓ Prepare guidelines & templates
- ✓ Conduct training sessions
- ✓ Qualifications Database + codes built up by an MSO
- ✓ Onsite interventions for troubleshooting



PROJECT STATUS

| Status: Data Input | No. of Mins/Depts |
|--------------------|-------------------|
| 100 % | 49 |
| 90 % - 99 % | 10 |
| 80 % - 89 % | 7 |
| 70 % -79 % | 4 |
| 60 % - 69 % | 1 |
| Below 60% * | 3 |



Overall Status for Data Input:

72.87%

39,632 officers

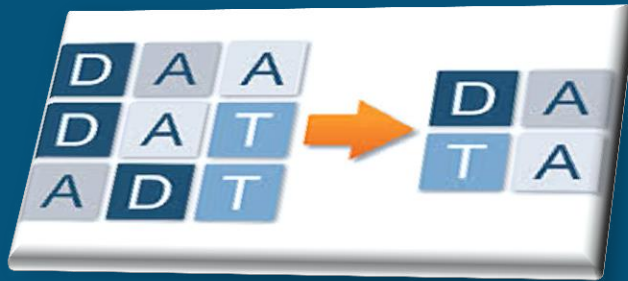
*** Organisations where Data input is below 60 %**

- Mauritius Police Force
- J. Nehru Hospital
- Dr. Jeetoo Hospital

Remote data input carried out @ MCSAR for:

- Mauritius Police Force (ongoing)
- M/Education & HR, TE & SR (Zone 2) (ongoing)
- M/Education & HR, TE & SR (Zone 4)
- Mauritius Fire & Rescue Service
- M/ Social Security, National Solidarity & RI
- M/Agro Industry & FS
- Victoria Hospital

PROJECT STATUS



DATA CLEANSING

Amending and removing incomplete, inaccurate & duplicated data from existing temporary database to ensure that **data uploaded** in the HRMIS is **correct, accurate and reliable**.

| | |
|--|--|
| Circular Letter No. 18 of 2015 (8 June 2015) | <ul style="list-style-type: none">✓ Flowchart - Guidelines demonstrating how to perform data cleansing exercise✓ Validation Report - Tool developed to facilitate the data cleansing exercise |
| July 2015 | <ul style="list-style-type: none">✓ Working sessions on Data Cleansing Exercise✓ Start of Data Cleansing Exercise |
| 31 August 2015 | <ul style="list-style-type: none">✓ Expected completion of Data Cleansing Exercise |

Important Note:

Supervising Officers & Officers in Charge of HR Divisions should sign & submit a Validation Certificate to MCSAR.

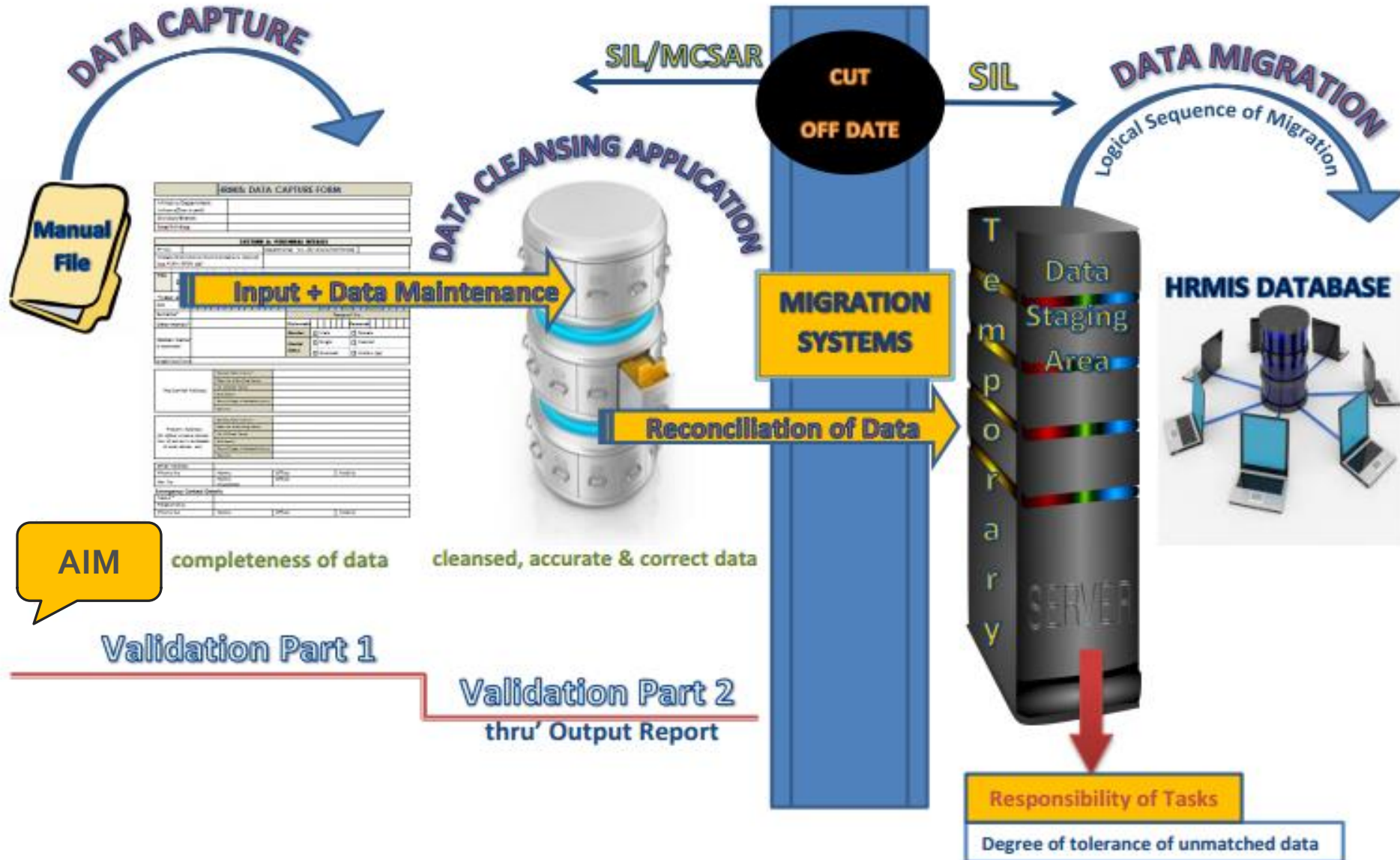
Validation Certificate = testimonial

(ascertaining that the cleansing exercise has been properly executed @ the level of Ministries & Departments)

****Data Maintenance should be carried out concurrently...*

PROJECT STATUS

Data Migration Process



✓ Job Codes

- Job codes assigned by Statistics Mauritius on the basis of NASCO 8-digit (4000 job codes)
- working sessions with Statistics Mauritius & HRMIS Team
- mapping of Job Codes by HRMIS (from CISD 6-digit to NASCO 8-digit)
- liaise with Statistics Mauritius for creation of new job codes...

✓ Streamlining & consolidation of Payroll elements

- to avoid confusion regarding payments of allowances (all types of allowances being created for ease of payment by Mins/Depts)
- Time to standardise, **ONE** appellation for **each** specific allowance, across the Civil Service

✓ Issues resolved by Legal & Policy Working Group

- payment of end of year bonus at time of death instead of at end of year
- standardising the calculation for end-of-year bonus
- handling of negative pay



✓ **Payroll Run (PR)**

Payroll run exercise

= reconciling HRMIS & CISD payrolls for sampled employees

Discrepancies noted are sorted out during the Conference Room Pilot Reconciliation Exercise

- **2 successful PRs** have already been carried out
PR3 is in process...





Ministries/Departments

Success Rate

**Payroll
Runs**

PR 1

19 September 2014 (10 Organisations)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Attorney General's Office 2. Office of the DPP 3. Employment Division 4. Energy Services Division 5. Public Bodies Appeal Tribunal | <ol style="list-style-type: none"> 1. M/Civil Service & AR 2. M/Environment, SD, D & BM 3. M/Housing & Lands 4. M/Labour, IR, E & T 5. M/Social Integration & EE |
|---|---|

75 %

PR 2

4 February & 5 March 2015 (16 Organisations)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Attorney-General's Office 2. Office of the DPP 3. Office of the President 4. Local Government Service Commission 5. Meteorological Services 6. Electoral Commissioner's Office 7. Employment Relations Tribunal 8. National Audit Office 9. Ombudsman's Office | <ol style="list-style-type: none"> 10. M/Energy & PU 11. M/Technology, C & I 12. M/Arts & Culture 13. M/Youth & Sports 14. M/Gender Equality, CD & FW 15. M/Agro Industry & FS 16. M/Health & QL |
|---|---|

81 %

**PR 3
Batch 1**

2 July 2015 (12 Organisations)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Central Information Systems Division 2. Civil Status Division 3. Corporate & Business Registration Department 4. Energy Services Division 5. Government Printing 6. National Archives Department 7. Pay Research Bureau 8. Valuation & Real Estate Consultancy Services | <ol style="list-style-type: none"> 1. M/Civil Service & AR 2. M/Labour, IR, E & T 3. M/Environment, SD, D & BM 4. M/Social Integration & EE |
|---|---|

**Provisional
estimate**

95%

Next Batch for PR 3 - 42 Mins/Depts

Challenges encountered

Shift
from manual to automated system

People

Process

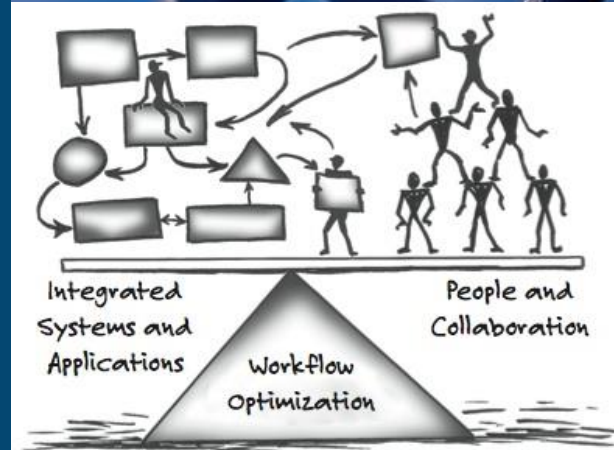
Technology

Culture

Structure

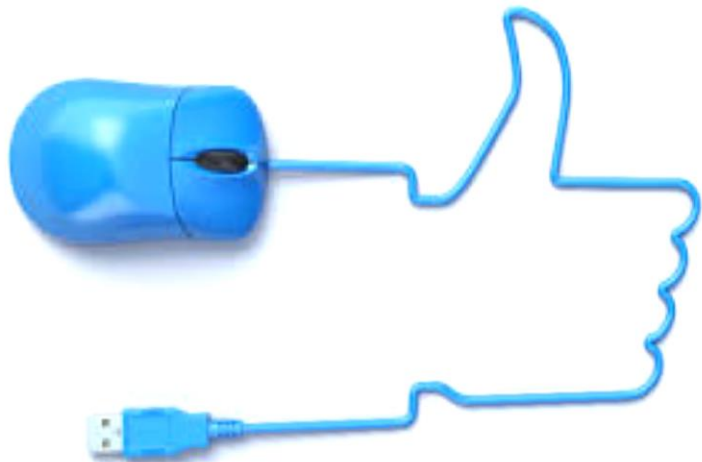


One assumption is that computerisation requires new and even more advanced forms of literacy, but another outlook is that it deskills clerical work by reducing it to set routines such as data entry. (Perie et al. 1999)



✓ Data Migration

Data Migration Strategy to be devised



Training of Users
+
User Acceptance Testing

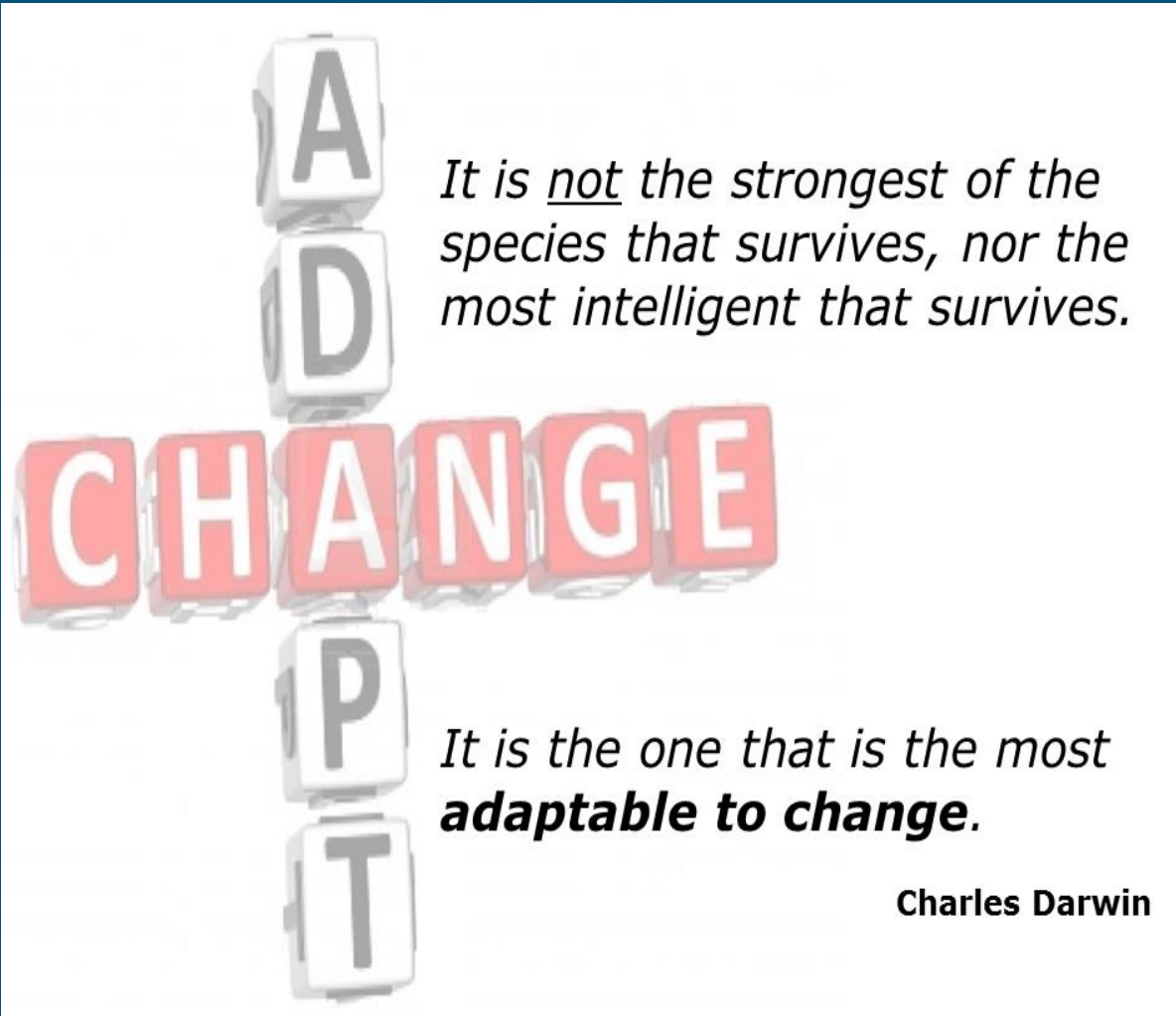
✓ Role of HR & Finance Staff in using the integrated system

✓ Roles of HR & Finance to be redefined

“new ways of doing things”

“ OFFICE ENVIRONMENTS
MUST BE CONFIGURED FOR
OPTIMAL COMMUNICATION AND
COLLABORATION ”





It is not the strongest of the species that survives, nor the most intelligent that survives.

*It is the one that is the most **adaptable to change.***

Charles Darwin

Thank you for your kind attention