Integrated Human Resource Management Information System

SIL
State Informatics Ltd
Takes you to new heights

YOUR NEEDS IN IT. OUR EXPERTISE IN SOLUTIONS. A HIGH FLYING EQUATION

What changes with HRMIS?

22nd July 2015

Navin Hurree

www.sil.mu

Discussion Topics

- Understanding Core HR & Payroll
- Changes in Perspective
- The Approach - PR1 PR2 ,PR3 & PR4
- PR4 – The next stage
- HRMIS Infrastructure
- HRMIS Support Structure

Key HR Functions & Oracle Modules

| Key HR Functions	Oracle Modules	Phases
Employee Management	Oracle Core HR	Phase 1
Leaves Management		
Payroll Management	Oracle Core Payroll	Phase 1
Self Service Functions	Oracle Self Service	Phase 2
Learning Management	Oracle Learning Management	Phase 2
Performance Management	Oracle Performance Management	Phase 3

Understanding Core HR & Payroll
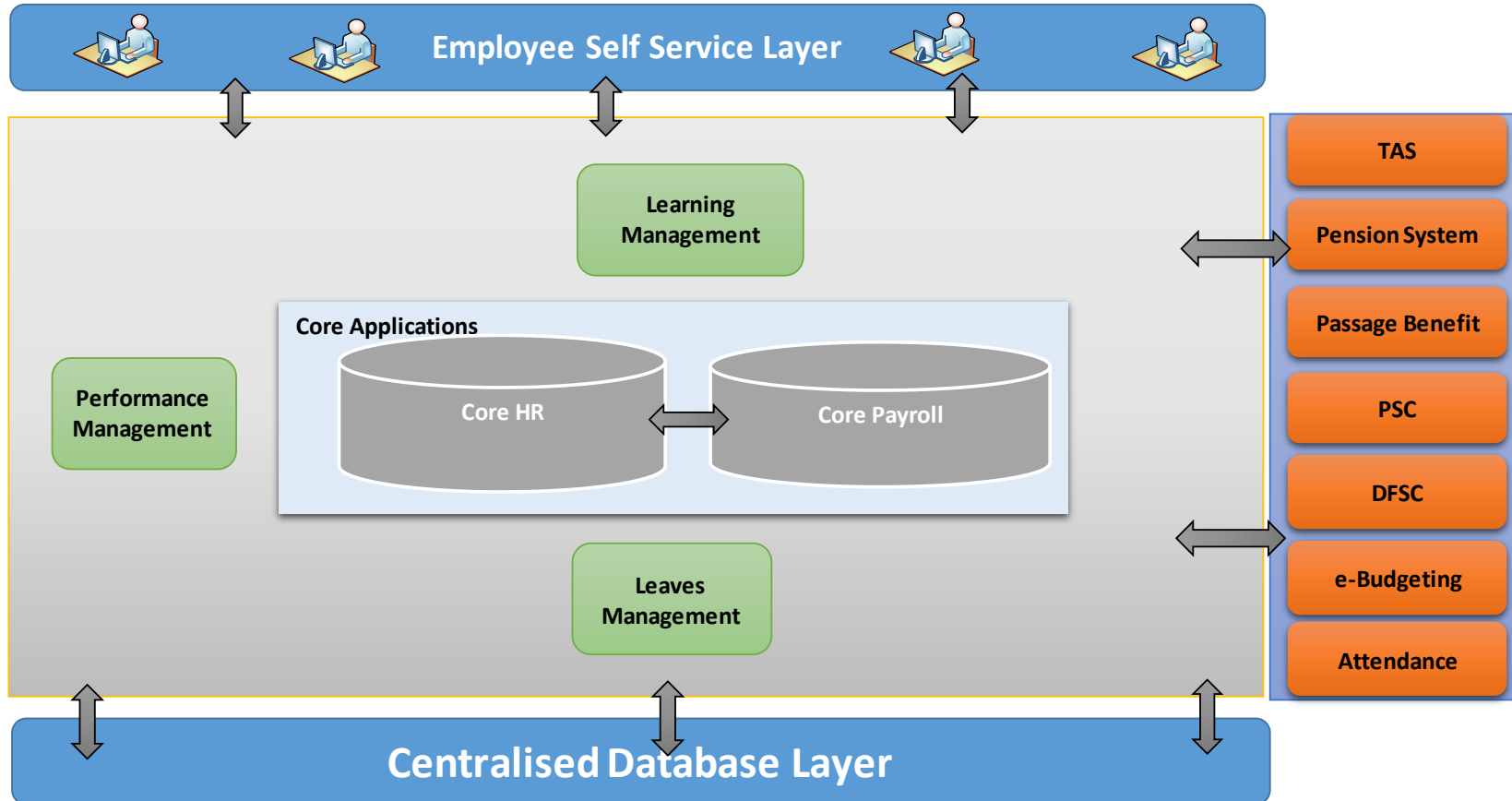
The Core Process
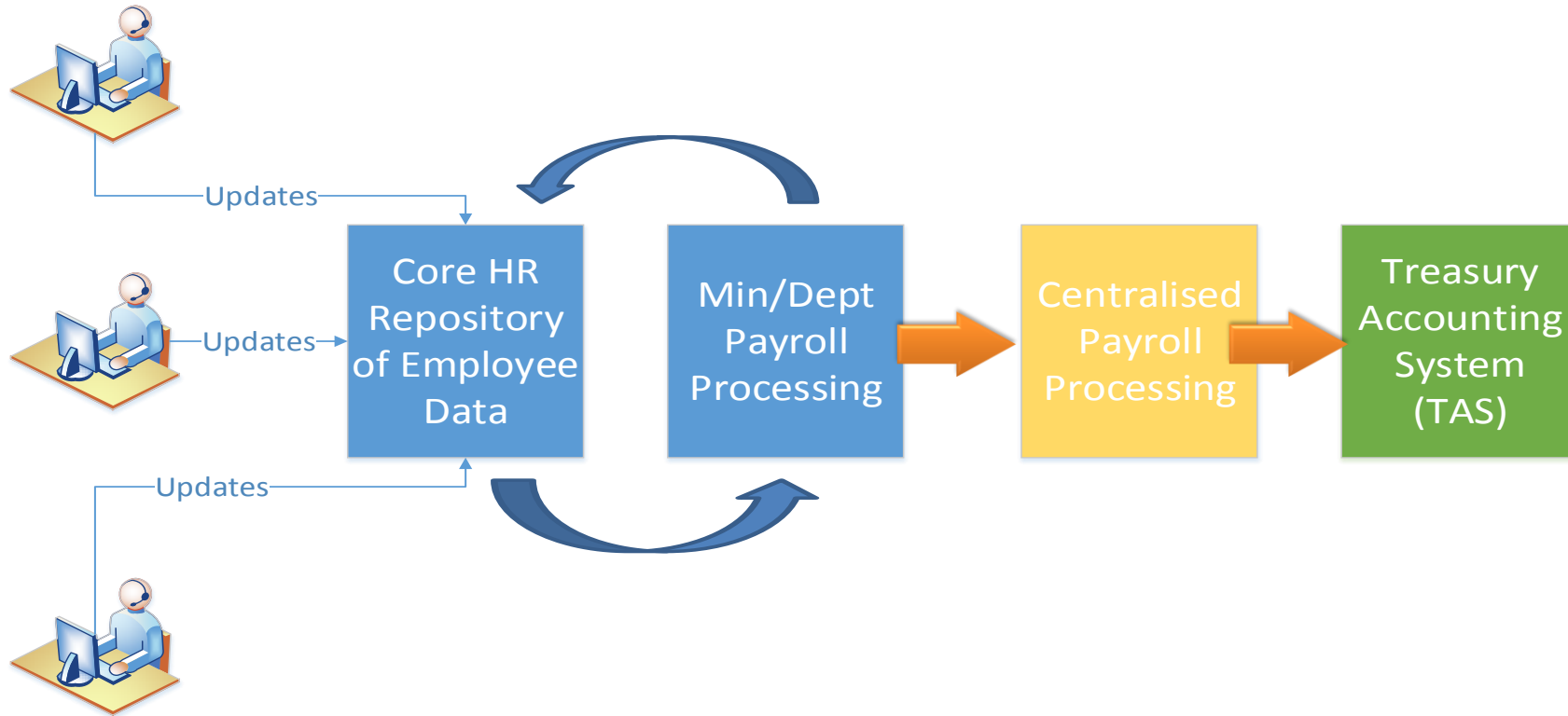
HRMIS HR & Payroll Process
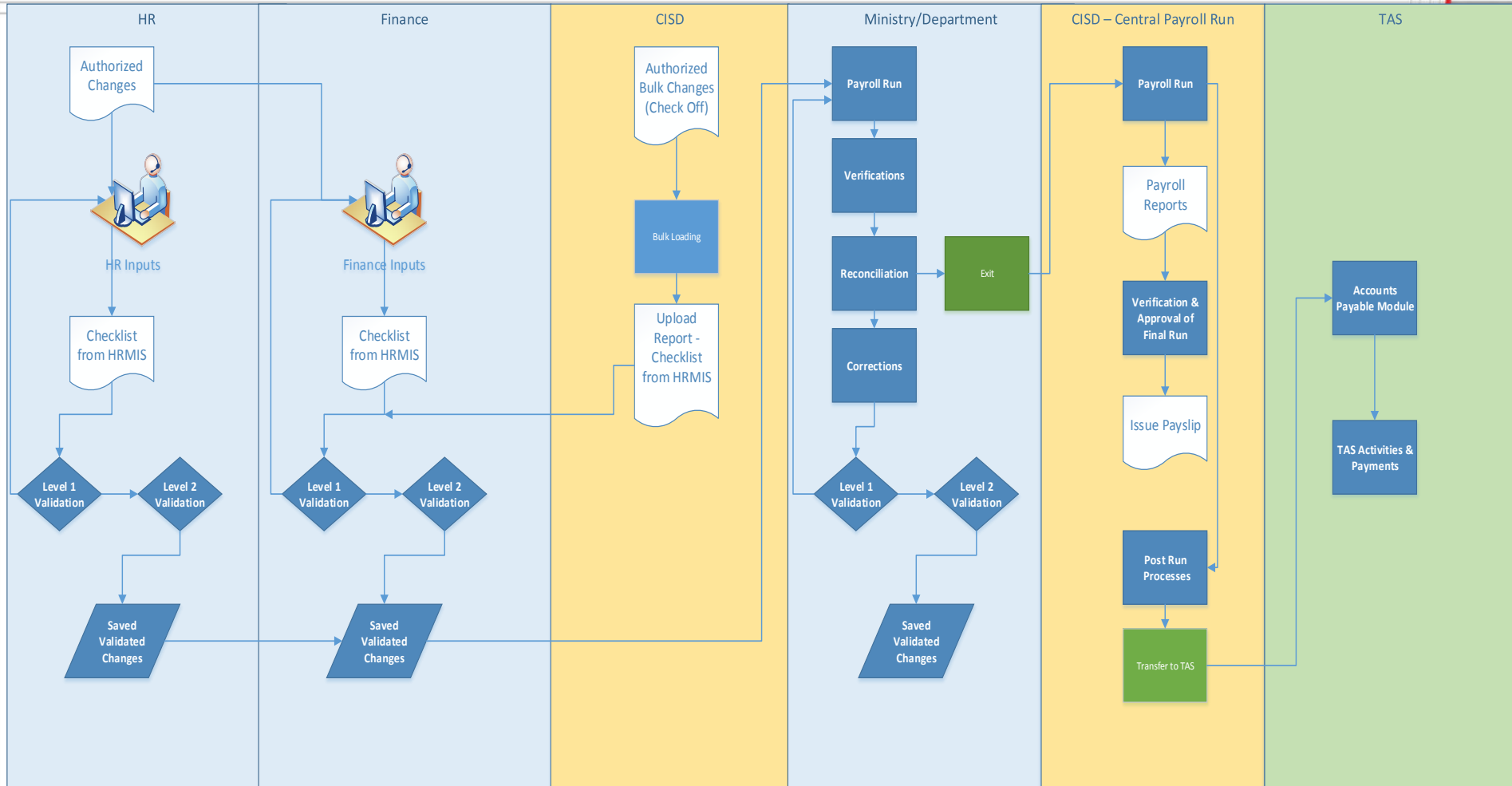
Changes in Perspective

- What Automation implies?
- Payroll operation activities
- Centralization – Decentralization of Operations
- Data Management - *relevance to Data Governance*
- System Access – Role based
- Integration Components
- Standardization
  - Centralized & Controlled Definitions
  - Reporting Practices
- Living with a System

Automation of HR & Payroll functions

- Configuring your Business Rules into the HRMIS
- Automated computation of payroll figures
  - Overtime
  - Bonus
  - Conditional Allowances
- One point employee information update
- Bulk uploading
- Integrated sub-systems (Passage Benefit, PSC/DFSC etc.)

HR & Payroll Operation Activities

- Proper & Updated Records

- Controlled validations

- Standardized process

- Decentralized HR & Finance activities and responsibilities

- Ownership of your data

- Online

- Less Paper

Your Data

Security

Accuracy

Ownership & Responsibility

Correctness

Timeliness

System Access

- Role Based
  - HR Interactions with HRMIS – Update/Verification
  - Finance interactions with HRMIS – Update/Verification
  - Manager Access – View Data
  - Approver Access – Validation of changes
  - Reporting Access – Range of reports and access to HR information
- Implications
  - A new way of operation based on your specific roles and responsibilities
  - More accountability on system usage
  - Controlled environment & operation
  - A new model of roles with HRMIS

HRMIS Integrating Components
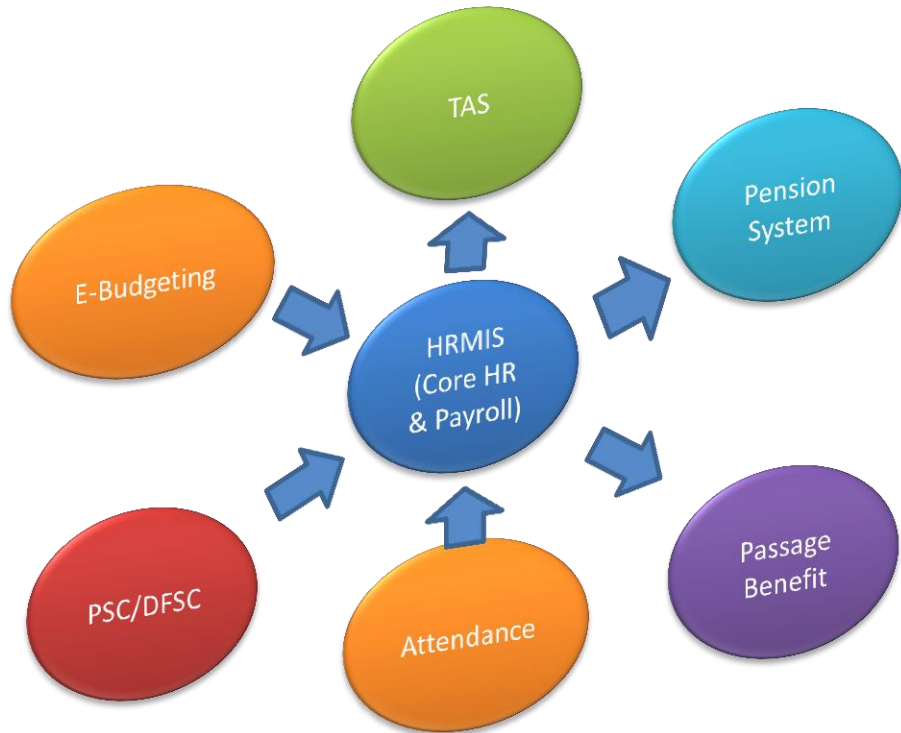
- Controlled Inputs
- Standardized Flow of Data
- Output-Input as part of a bigger process
- Accountability of data/information
- Seamless flow of data/information
- Traceability of data/information
- Improve processing
- Part of data management guided by Data Governance framework

Standardization

- Centralized & Controlled Definitions
- Alignment with PRB,CSO definitions
- Decentralized usage
- Reporting Practices
- Operations – irrespective of Ministry/Department specificities

Formulating the HR/Payroll operations around HRMIS as a tool

=

CHANGE

PR1 PR2 & PR3

PR1
(CRP1 & CRP2)

PR2
(CRP1, CRP2, CRP3)
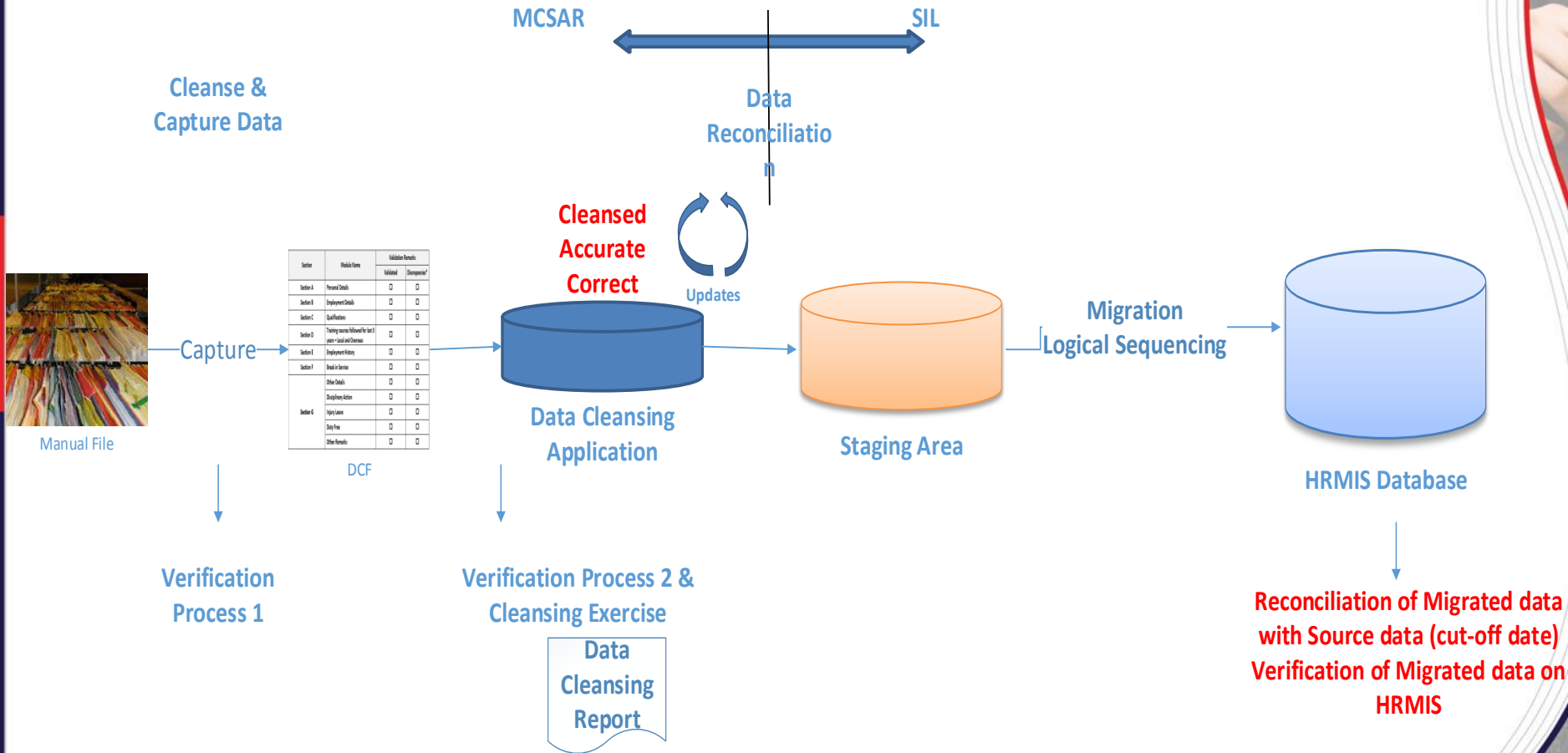
PR3 (CRP1 , CRP2)

PR4
(Next Stage)

- Sample representative of the population (+/-)
- Coverage of spans of 1 year payroll elements
- Different payroll months for better functional coverage
- Constant build up to contain all the business rules

PR4 – The next stage

- Data Migration activities to HRMIS
- Rationale on Ministries/Dept. to go LIVE
- Go-LIVE expectations
- Training Activities
- UAT – User Acceptance Testing
- Payroll Parallel Runs

Data Migration process (High Level)

MCSAR ⟷ SIL

Data Reconciliation

Cleanse & Capture Data

Capture →

Cleansed Accurate Correct

Updates

Data Cleansing Application

Migration Logical Sequencing →

Staging Area

HRMIS Database

Manual File

DCF

Verification Process 1

Verification Process 2 & Cleansing Exercise

Data Cleansing Report

Reconciliation of Migrated data with Source data (cut-off date) Verification of Migrated data on HRMIS

Some Definitions (in context)

- Data Capture
  - Sourcing the data and extracting the data from the current data source
- Data Cleansing
  - Activities involved in verifying, correcting and rationalizing the data
- Data Input
  - Inputting the data in an electronic form – Data Cleansing Application(DCA)
- Data Reconciliation & Verification
  - Agreeing the content of the source data and the captured data
- Data Cleansing Application (DCA)
  - A web based application used to cleanse the data
- Data Migration
  - The process to upload the cleansed data on the HRMIS application

HR Data

- Government HR Data

- Source of Data – where are your HR data ?

- What is the state of your data?

- Assess your Data
  - Reliability
  - Correctness
  - Accuracy
  - Availability

- Evaluate Criticality of your HR Data

Data Migration Key Activities

- Data Capture (Extraction) & Cleansing from Manual file
- Verification Process 1 of data captured
- Data Input in electronic form in DCA
- Cleansing & Verification Process 2 using DCA Report
- Moving Cleansed Data to Staging Area
- Reconciling with Source Data at Cut-Off date
- Migration of Data in logical Sequence in HRMIS
- Reconciliation & Verification of Migrated Data on HRMIS
- Sign – Off on migrated data

Key Dependencies & Approach

- Key Dependencies
  - Data input rate
  - Data cleansing process
  - Verification process of input data on DCA
- Approach
  - First Completed, First Migrated
  - Detailed planning of the activities with specific targets
  - Set up of a dedicated data migration team
    - SIL- MCSAR Core Team for migration
    - MCSAR Core Team for Migration – Ministries/Department
  - Mechanism to recycle rejected data

Rationale of Ministries/Dept. for "Soft Go-LIVE"

- Which batch of ministries first ?
  - Readiness assessment
  - Dependencies on Data (Cleansing/ Migration/Reconciliation)
- "Soft GO-LIVE" Expectations
- Parallel Runs
- Closing the "Soft GO-LIVE"

Training Activities

- Readiness of Champion Training
- Training Scope and objectives defined
- Approach and Planning the Training Activities
- Core Team Coaching on the PR3 Stage
- Hands On as part of knowledge transfer
- Participation of Core Team in the "first hand" troubleshooting work sessions with SIL on PR3 reconciliation
- Training of the Core Team as facilitators and trainers
- Training delivery - Ministry/Dept. champions (train the trainer approach)
- End User training by the champions
- SIL User Training Manual
- MCSAR procedure manual

User Acceptance Testing (UAT) Activities

- Readiness of UAT stage
- Scope & expectations of UAT
- Who will test? Centralized testing v/s Decentralized testing
- Detailed plan of the UAT
- Test Scenario construction (SIL - Core Team – Champions)
- Agreeing test scenarios with Scope and Objectives of UAT
- User Testing - independent activity
- Managing Issues reporting & resolution mechanism (Online JTrac tool)
  - Issues logging & reporting
  - Issues Resolution by SIL
  - Re-testing and tracking
  - Issue Closure
- Measuring UAT outcomes with Scope and expectations
- Acceptance & Sign-Off Decision

23

Payroll Parallel Run (1)

- Readiness for Payroll Parallel Run
  - Data Migration dependencies
  - Batch of Ministries/Department dependencies
- Readiness for Legacy CISD reconciliation pre-requisites
  - Streamlined Payroll Elements Mapping
- Define Scope and Objectives of Parallel Run
- Detailed planning for Parallel run
- Decide on the month for Parallel Run
- Payroll Parallel Run execution

Payroll Parallel Run (2)

- Managing Issues reporting & resolution mechanism for Parallel Run (Online JTrac tool)
  - Issues logging & reporting
  - Issues Resolution by SIL
  - Re-testing and tracking
  - Issue Closure

- Measuring Parallel Run outcomes with defined Scope and Expectations

- Acceptance & Sign-Off Decision

HRMIS Infrastructure

GOC Network

Server 1   Mirrored Server

GOC Hosting
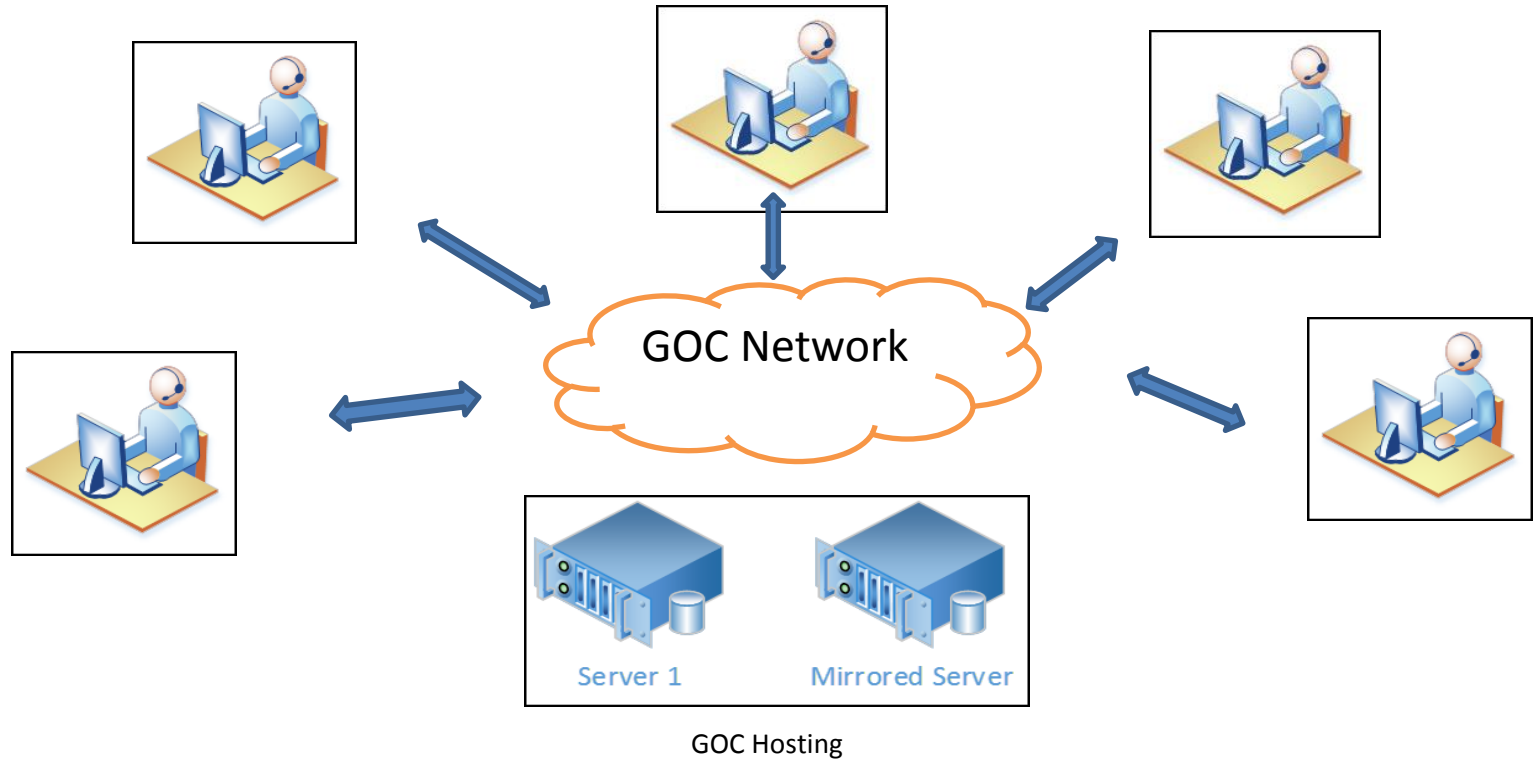
HRMIS Support Structure

- Application Support Structure
  - Help Desk System
  - Core Team Functional Support & "First Aid" Support
  - SIL Team Support and "Hand Holding" activities
  - Online Issue Logging and Tracking Mechanism
  - Priority definition and settings of issues encountered
- Database and Application Administration Support
  - Help Desk System
  - CISD Team as "First Aid Support"
  - SIL Technical Team as part of our Support Agreement
  - Online Issue Logging and Tracking Mechanism
  - Issue Criticality