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
This HRMIS Companion guides users through the Basic HR and Payroll Modules
## Document Control

<table>
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<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
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<td>HRMIS UNIT</td>
<td>1.0</td>
<td>Creation</td>
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<td>20 October 2017</td>
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<td>1.1</td>
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<td>HRMIS UNIT</td>
<td>1.3</td>
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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.

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 on his/her role

- **SubMenu**
  - 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.

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.
iii. Unhide/Show Hidden Responsibility

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:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expand</td>
<td>Expands the submenu</td>
</tr>
<tr>
<td></td>
<td>Collapse</td>
<td>Collapses the expanded submenu</td>
</tr>
<tr>
<td></td>
<td>Expand Tree</td>
<td>Expands all submenus for the selected submenu</td>
</tr>
<tr>
<td></td>
<td>Expand All</td>
<td>Expands all submenus</td>
</tr>
<tr>
<td></td>
<td>Collapse All</td>
<td>Collapses all submenus</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Enter</th>
<th>The form changes in &quot;Query mode&quot; and user enters search criteria in fields to search.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run</td>
<td>Run query with or without search criteria. The form will display all matching records</td>
</tr>
<tr>
<td>Cancel</td>
<td>returns to normal form mode</td>
</tr>
</tbody>
</table>

*Show Last Criteria*

*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.

*About Oracle Applications:* Displays information about oracle application
## 1.4.3.2 ICONS (TOOLBAR)

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

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

*Keyboard shortcuts supported in Oracle applications*
1.4.3.5 FIND PERSON

1. Insert a name in the field, ‘Full Name’.

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)

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

Click to open Date Picker window

Users can enter date in the above format or pick from the 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
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

![Decision]

Do you really want to delete this record?

If so, when you have answered any further messages about this 'Delete', you should press 'Save' to commit your 'Delete' and any other pending transactions.

Yes  No

4. Select ‘Yes’

![Choose an option]

Next Remove next change
All Remove all scheduled changes
Purge Completely remove from the database

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’.

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

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

<table>
<thead>
<tr>
<th>Address: 01-APR-2016(Wayne, Mrs. Mary Bill)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: Mauritius</td>
</tr>
<tr>
<td>Address: 131, Cure Street, Curepipe...Mauritius</td>
</tr>
<tr>
<td>Details</td>
</tr>
<tr>
<td>Type: Secondary Home Address</td>
</tr>
<tr>
<td>Date From: 01-APR-2016</td>
</tr>
<tr>
<td>Date To:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Address: 01-APR-2016(Wayne, Mrs. Mary Bill)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: Mauritius</td>
</tr>
<tr>
<td>Address: 131, Cure Street, Curepipe...Mauritius</td>
</tr>
<tr>
<td>Details</td>
</tr>
<tr>
<td>Type: Primary Home Address</td>
</tr>
<tr>
<td>Date From: 01-APR-2016</td>
</tr>
<tr>
<td>Date To: 15-MAY-2016</td>
</tr>
</tbody>
</table>

|
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.

![Picture Window](image)

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

![Special Information Window](image)
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

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.
3.5.5 PASSPORT DETAILS

The employee’s passport details are recorded.

![Passport Details Screen]

3.5.6 VEHICLE LOAN APPLICATION

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

![Vehicle Loan Application Screen]
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

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 relation 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
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.

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

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.
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.
**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

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**

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

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
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:

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

How to enter tuition fees for reimbursement:

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:**

<table>
<thead>
<tr>
<th>Training</th>
<th>Professional Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Amount</td>
<td></td>
</tr>
<tr>
<td>Total Amount</td>
<td></td>
</tr>
<tr>
<td>Training Completed Units</td>
<td></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Professional Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Body Name</td>
</tr>
<tr>
<td>Membership Number</td>
</tr>
<tr>
<td>Membership Category</td>
</tr>
<tr>
<td>Subscription Payment Method</td>
</tr>
</tbody>
</table>

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

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
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

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
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**

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

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

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

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

Used for:

- To determine eligibility for allowance under bank scheme

3.6.9.5 TRAVELLING BENEFITS - OFFICIAL CAR

[Diagram of the official car benefit option]
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

![Extra Person Information]

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

3.6.9.7 MAURITIUS PRISON SERVICE ADDITIONAL DETAILS

![Extra Person Information]

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

3.6.9.8 MPF ADDITIONAL DETAILS

![Extra Person Information]

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

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

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
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

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

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

3.6.9.14 BREAK IN SERVICE
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

![PRB Option Screen](image)

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

### 3.6.9.16 PRESENT STATUS DETAILS

![Present Status Details Screen](image)

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

### 3.6.9.17 SICK LEAVE

![Sick Leave Screen](image)
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

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

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

3.6.9.20 CONFERENCE/MISSION DETAILS
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)**

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

3.6.9.22 **EMPLOYMENT RECOGNITION DETAILS**

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**
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

![Image of Judicial Additional Details]

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)

![Image of MOA Additional Details]

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)

![Image of MOE Additional Details]

This EIT is used for Payroll purposes.
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)

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)

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
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

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

3.6.9.31 RISK ALLOWANCE ELIGIBILITY

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

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

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

3.6.9.35 TRAVELLING INFORMATION
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 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
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

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:

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.
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**

  ![Salary Information Image]

  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**

  ![Supervisor Image]

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

- **Probation & Notice Period**

  ![Probation & Notice Period Image]

  Fill in the details of the Probation & Notice Period, which will be used upon implementation of the Performance Management module.
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**

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.

**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

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
1. Click on Statement of Service (Annotation 1)
2. Click on Details (Annotation 2)
3. Under Extra Person Information Screen, fill in all the 3 required fields (Annotation 3)
4. Click OK and then Save

### 4.3 CONFIRMATION OF AN EMPLOYEE

**HRMIS HRUSER → PEOPLE**

1. Alter effective date (date of Confirmation)
2. **PEOPLE → ADDITIONAL PERSONAL DETAILS** (Annotation 2)
3. Input the Date of Confirmation (Annotation 3)
4. Click on OK and then Save
5. Capture the Increment on Confirmation under **ASSIGNMENT → GRADE STEP PLACEMENT SCREEN** *(Refer to Section 5.1 – Grade Step)*
6. Update Statement of Service (under Extra Person Information Screen) with Appointment Type = “Confirmation” and the appropriate date and Grade.
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.

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

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

4. 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.
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.

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.

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.
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.

4.8.4 ALLOWANCE FOR CONSUL

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

4.8.5 KNOWN AS LEAD FIREFIGHTER

This extra assignment information is used
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.

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

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’
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”

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.
FINANCE USERS will have read/write access to deduction 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 6.1.2.1 – Adding Deduction Elements Entry Values)
5. Save

6.1.2.1 ADDING DEDUCTION ELEMENTS ENTRY VALUES
1. Click on Entry Values
2. Input the appropriate deduction amount for third-party 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

---

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
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.
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 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:

![](image)

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

### 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

![Image of request form]

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’

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:

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”

**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)

---

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)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Person Type (as displayed in the system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 25 October 2017</td>
<td>Employee</td>
</tr>
<tr>
<td>25 October 2017</td>
<td>Employee</td>
</tr>
<tr>
<td>After 25 October 2017</td>
<td>Ex-employee</td>
</tr>
</tbody>
</table>
9.2 REVERSING A TERMINATION

HRMIS HRUSER ➔ PEOPLE ➔ ENTER AND MAINTAIN ➔ 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.

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
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

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

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

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

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.N0.3P” 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory 12 Month Service</td>
<td>If the employee’s work was satisfactory during the one year contract, select ‘Yes’ else select ‘No’.</td>
</tr>
<tr>
<td>Gratuity Paid</td>
<td>Select ‘Yes’</td>
</tr>
<tr>
<td>Period Gratuity Paid</td>
<td>Start to end date of the contract</td>
</tr>
<tr>
<td>Renewal of Contract</td>
<td>Select ‘Yes’</td>
</tr>
<tr>
<td>Date of Renewal of contract</td>
<td>The date, month, and year the contract is being renewed</td>
</tr>
</tbody>
</table>
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

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

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:

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

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

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

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’

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’

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
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).

11.3 PASSAGE BENEFIT (PB)

Elements for Passage Benefits in the system:

a. Passage Benefits Earned Employee
b. Passage Benefits Earned Contract
c. Passage Benefit Sick Leave Excess
d. Passage Benefit Cashed
e. Passage Benefit Balance Migration
f. Refund of Passage Benefits
11.3.1 NORMAL COMputation

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.
11.3.3 PB PROBATION

PB is not earned during the 12 months probationary period.

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
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

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:

![Element Entries Earnings: 01-DEC-2016(SMITH, MR. JOHN)](image)

### 11.6 FRINGE BENEFIT

**HRMIS FINANCE USER ➔ ELEMENT ENTRIES DEDUCTIONS**

<table>
<thead>
<tr>
<th>Fringe Benefits</th>
<th>Element to be used</th>
<th>Entry Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Car Benefit</td>
<td>“Car Benefit for Fringe”</td>
<td>Cylinder Capacity</td>
</tr>
<tr>
<td>2 Loans at reduced rates</td>
<td>“Interest free or reduced rates loans for Fringe”</td>
<td>Loan Reference</td>
</tr>
</tbody>
</table>
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.

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

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 (10\textsuperscript{th} 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:
    - Monetary value of private use of official car (Proration will start on the 10\textsuperscript{th} till end of the month)
    - Other Allowances and Deductions (Proration will start on the 1\textsuperscript{st} till 9\textsuperscript{th} of the month)
### 11.8.2 INTERDICTON WITHOUT PAY

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

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:
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.

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)

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

![Assignment Screen](image1)

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**

![Assignment Screen](image2)

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

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

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

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:

<table>
<thead>
<tr>
<th>Input Values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Element Name</td>
<td>The parent element for which arrears is being paid</td>
</tr>
<tr>
<td>Total Effective Amount</td>
<td>The total amount should have paid</td>
</tr>
<tr>
<td>Total Paid Amount</td>
<td>The total amount actually paid</td>
</tr>
</tbody>
</table>
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

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

5. Save
Note:

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

<table>
<thead>
<tr>
<th>Input Values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Element Name</td>
<td>The parent element for which arrears is being deducted</td>
</tr>
<tr>
<td>Total Amt to be Deducted</td>
<td>The total amount should have deducted</td>
</tr>
<tr>
<td>Total Amt Deducted</td>
<td>The total amount actually deducted</td>
</tr>
</tbody>
</table>

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’
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”:

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Entry Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Car Loan Advance</td>
<td>Select the loan reference in the drop-down list</td>
</tr>
<tr>
<td>Motor Car Loan Total Interest</td>
<td>Select the loan reference in the drop-down list</td>
</tr>
<tr>
<td>Refund of Advance Interest Motor Car</td>
<td>Select the loan reference in the drop-down list</td>
</tr>
<tr>
<td>Refund of Advance Motor Car</td>
<td>Select the loan reference in the drop-down list</td>
</tr>
</tbody>
</table>

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”
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

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Entry Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motor Car Loan Capital Balance</strong></td>
<td>Select the loan reference in the drop-down list</td>
</tr>
<tr>
<td><strong>Motor Car Loan Interest Balance</strong></td>
<td>Select the loan reference in the drop-down list</td>
</tr>
<tr>
<td><strong>Refund of Advance Interest Motor Car</strong></td>
<td>Select the loan reference in the drop-down list</td>
</tr>
<tr>
<td><strong>Refund of Advance Motor Car</strong></td>
<td>Select the loan reference in the drop-down list</td>
</tr>
</tbody>
</table>
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

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
<table>
<thead>
<tr>
<th>Element Name</th>
<th>Entry Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motor Car Loan Capital Early Settlement</strong></td>
<td>Select the loan reference in the drop-down list</td>
</tr>
<tr>
<td><strong>Motor Car Loan Interest Early Settlement</strong></td>
<td>Select the loan reference in the drop-down list</td>
</tr>
</tbody>
</table>

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**

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:

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

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:

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

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

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’
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”

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:

<table>
<thead>
<tr>
<th>Input Values</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of Days Claim</td>
<td>Update the field “No of days Claim” if an employee claims less/ more than 16 days of unutilized sick leave</td>
</tr>
<tr>
<td>Salary Value Basis</td>
<td>In the case, there is no processing for last year payroll in system, input the last year salary for the employee</td>
</tr>
<tr>
<td>No of Unauthorized Absence</td>
<td>Number of unauthorized absences (if applicable)</td>
</tr>
</tbody>
</table>
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 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.
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
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.
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.

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.

Click on Home to go to the Main Menu.
12.1.7    MCS ONLINE PAYSILP

MCS EMPLOYEE SELF SERVICE READ ONLY → MCS ONLINE PAYSILP

This screen will enable the employee to view his payslips electronically.

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.
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
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.

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

HRMIS Unit
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
Website: http://civilservice.govmu.org

MCSAR HRMIS UNIT
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