MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

28 January 2019

<u>Ministry of Civil Service and Administrative Reforms</u>
<u>Circular Letter No. 5 of 2019</u>
<u>E/70/51/03/05</u>

From: **Secretary for Public Service**

To: **Supervising Officers in charge of Ministries/Departments**

<u>**Implementation of HRMIS Project**</u>
<u>**Parallel Run for Basic HR and Payroll Modules**</u>

Please refer to this Ministry's Circular Letter No. 77 of 28 August 2018 on the above subject.

2.   As you may be aware, the Parallel Run exercise for the HRMIS Basic HR and Payroll Module that started in September last year was stalled following a labour dispute lodged before the Commission for Conciliation and Mediation by the Government General Services Union and the Union of Public Human Resource Professionals.

3.   We now wish to announce that the dispute has been successfully resolved and an agreement has been reached with the Unions, whereby all inputs of data pertaining to payment and deduction elements will be performed by the Finance Section, and the HR Section will be responsible for HR duties. The new Payroll Process encapsulating the changes and duly approved by Ministry of Finance and Economic Development (MoFED) and this Ministry as well as the revised "Instructions and Guidelines" are herewith enclosed for compliance. The State Informatics Ltd has already carried out the necessary changes in the HRMIS Live Instance which is now available to users in Ministries/Departments to input the required data for the Payroll Parallel Run.
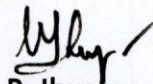
/2...

Ministry of Civil Service and Administrative Reforms
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4.   In a mail dated 23 January 2019, MoFED has instructed all Finance Sections to resume the Parallel Run on the basis of the new Payroll Process.   Similarly, a mail has been issued on 25 January 2019 by the Director, Human Resource Management, to all Officers in Charge of HR in Ministries/Departments to resume forthwith the Parallel Run exercise which will cover the period 01 July 2018 to 30 June 2019.

5.   In view of the above and the considerable delays that have occurred in the project implementation, I appeal to my colleagues Supervising Officers to ensure that all activities related to the Parallel Run are closely monitored to complete the exercise within the set time frame. A status report on the progress of the parallel run should be forwarded to this Ministry on a monthly basis.

6.   I should be grateful if you would bring the contents of this Circular Letter to the attention of all Officers-in-Charge of the HR and Finance Sections in your respective Ministries/Departments for dissemination to all HRMIS Users.

7.   I thank you for your continued support and collaboration.

P. Jhugroo
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service

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ANNEX
HRMIS PAYROLL PROCESS - SPECIFIC ACTIVITIES (Parallel Run)

Sn	Activities	Functions		Remarks
		HR	**Finance**	
1	New employee/ Contract Officers; Appointment; Promotion; Demotion; Confirmation; Retirement/ Death/ Dismissal; Leave without Pay; Unauthorized absences	*Input/ Update in People & Assignment Screen:* Data created/ amended in Employees's Basic/ Employment Details + Additional Details in flexfield: *Name, NID, Address, Qualifications, Previous Employment, , Contact Details, Job, Salary Scale code, Salary Point and Employee Category (Temporary/Substantive), Contract details, etc*	*Input/ update:* (a) Costing Details (b) Paysites Details (c) Payment Methods *(Bank Details)* (d) EDF Details (e) Input/ Amend Payment and Deduction Elements (f) Input the respective costing details for new deduction elements (g) fill in Extra Person Information (EIT) Fields, wherever applicable *(e.g Car Loan Details, Loan Adjustments etc.)*	**NB:** (a) Finance User will: (i) input costing details for Departmental Warrants (b) For new recruits, the following elements will be displayed by default: (i) Basic Salary (ii) Compensations (iii) PAYE (iv) Pension Contribution (v) Civil Service Family Protection Scheme
2	Acting/ Responsibility Allowance	After approval: (a) create secondary assignment as per approval received and (b) submit files/ documents with relevant details and authority to enable Finance to effect payment	(a) input appropriate payment elements and their corresponding entry values as per details in files/ documents. (b) end-date elements accordingly	
3	Adhoc Allowance	After approval: (a) submit files/ documents with relevant details and authority to enable Finance to effect payment.	(a) input appropriate payment elements and their corresponding entry values *(e.g Allowance*	

			Type) as per details in files/ documents.	
		The correct business rule should be specified for proper entries in the payment elements *(E.g: Adhoc allowance higher /specific/ additional/ other duties)*	(b) end-date elements accordingly	
4	HPC/ Allowance by Employee	After approval: (a) make necessary input in EIT "HPC/ Allowance by Employee" (b) submit files/ documents with relevant details and authority to enable Finance to effect payment. The correct payment element should be specified as well as the amount payable for proper input in the element entries.	(a) input appropriate payment elements **NB:** *No entry values should be input as amount payable will be as per input by HR*	(a) HR will submit the duly signed "HPC/Allowance by Employee" report to Finance Section prior to payroll processing
5	Travel Grant	After approval: (a) make necessary input in EIT "Travelling Information" (b) submit files/ documents with relevant details and authority to enable Finance to effect payment	(a) input appropriate payment elements and their corresponding entry values as per details in files/ documents.	
6	Car Allowance in lieu of Official Car	If employee is eligible: (a) make necessary input in EIT "Travelling Benefits- Official Car" (b) submit files/ documents to enable Finance to effect payment. Details relating to Monetary Value of Car and Fringe Benefits should also be communicated to Finance Section for appropriate input in element entries.	(a) input appropriate payment elements and their corresponding entry values as per details in files/ documents.	
7	Uniform Allowance	If employee is eligible: (a) make necessary input in the "People Group field" in the Assignment screen	(a) input appropriate payment elements and their corresponding entry values *(Domiciles In Island)* as per details in files/ documents.	

		(b) submit files/ documents with relevant details to enable Finance to effect payment		
8	Rent Allowance & Risk Allowance	If employee is eligible: (a) fill in the following EIT, as applicable: Rent/Quarters Information _or_ Risk Allowance Eligibility (b) submit files/ documents with relevant details to enable Finance to effect payment	(a) input appropriate payment elements and their corresponding entry values as per details in files/ documents. E.g.: Rent Allw: Occupy Govt Quarters (Yes/ No) Risk Allw: Type, No. of increments (if any)	
9	Refund of Unutilized Sick Leave	(a) Submit the "Exception List" to Finance Section	(a) Run the "Batch Element Entry" process to input the element and its respective entry values as per the list provided by HR	
10	Specific allowances paid by virtue of posting _E.g. ECG Allowance, SAMU Allowance, etc._	(a) Following posting of employees to specialized section, HR will input the necessary information in the EIT. (b) submit files/ documents with relevant details to enable Finance to effect payment	(a) input appropriate payment elements and their corresponding entry values as per details in files/ documents.	**_NB:_** When the employee is no more entitled to the specific allowance _(e.g no more posted to the specialized section)_, HR should submit files/ documents to Finance to end- date elements.
11	Other Specific Allowances. SIL has created mandatory EIT for some specific allowances, which are linked to the payment elements	After approval/ eligibility: (a) make necessary input in EIT (b) submit files/ documents with relevant details and authority to enable Finance to effect payment	(a) input appropriate payment elements and their corresponding entry values as per details in files/ documents.	

12	Overtime	**Overtime claims submitted to HR:**		
		(a) Verify and certify correct the claims according to the approval conveyed and attendance (b) Submit files/ documents with the appropriate approval and the claims duly certified correct to Finance Section	(a) input appropriate payment elements and their corresponding entry values as per details in claims.	
		Overtime claims submitted directly to Finance Section: *(E.g Overtime performed by employees of Regional Health Offices)*		
		(a) OIC Regional Office will make request for approval of overtime. (b) HR process the request and after approval, HR submit relevant authority to the OIC Regional Office and copy to Finance Section *(E.g. Authority for overtime submitted to Principal Public Health and Food Safety Inspector of Health Offices)*	On receipt of claims duly certified by OIC, Regional Offices and attached copy of the relevant authority from the employee, Finance: (a) will input appropriate payment elements and their corresponding entry values as per details in claims.	
13	Other Allowances *(E.g Marriage Registration Allowance, Mileage Allowance, etc)*		On receipt of certified claims, Finance will: (a) examine the claims and (b) input appropriate payment elements and their corresponding entry values as per details in claims and authority	NB: These claims are directly submitted to Finance Sections
14	Survey Fees and Election Fees		(a) The Statistics Mauritius and Electoral Commissioners Office will submit: (i) the relevant CSV files to Treasury and (ii) list of the payment details and departmental warrant to Mins/ Depts.	Treasury will do bulk uploading of these elements, with their corresponding entry values

			(b) Finance sections will be required to verify the elements and amount uploaded against the list received from the Statistics Mauritius and Electoral Commissioners Office.	
15	Cash in lieu of (annual) leave & Gratuity	(a) Submit files with relevant details and authority for payment to Finance	Upon receipt of files from HR: (a) input appropriate payment elements and their corresponding entry values as per details in files.	Payable to contract officers
16	End of Year Bonus	(a) Submit the "Exception List" to Finance Section	To further discuss with SIL for parallel run as we do not have 12 months payroll in HRMIS	3 scenarios for Bonus: (a) Salary (b) Salary + Responsibility Allowance for more than 4 months (c) Salary + allowances approved by HPC (E.g SPS) *NB*: *Same will also apply for Refund of Unutilized Sick Leaves*
17	Annual Increment	HR should: (a) make necessary entries in system (EIT) for those who are not eligible for annual increment; (b) generate and verify the "MCS Increment Exception Report"; (c) run the "MCS Increment Progression Points" process to enable system to adjust the salary points *(Grade Step)* of		SIL should format the "Employee Increment Results (New)" report, which already exists in the application.

		the employees *(eligible for increment)* for the **whole organization**. ***NB:*** In case of deferment of increment, HR should run the "MCS Increment Progression Points" **individually** for each employee concerned. (d) generate the "Employee Increment Results (New)" to view the detailed output of the process ran at (c) (e) submit the certified and signed "MCS Increment Exception Report" and "Employee Increment Results (New)" reports to Finance sections for processing of payroll.		
18	Incremental Credit	On receipt of approval, HR should: (a) make necessary input in the "Manage Incremental Credit" screen under "Special Info" (b) change the salary point (Grade Step) accordingly (c) submit files/ documents with relevant details and authority to enable Finance to effect payment		

27 November 2018

HRMIS PROJECT

Revised Roles and Responsibilities of Finance and HR Users
HRMIS Basic HR and Payroll Modules
Instructions and Guidelines for Parallel Run

1. The roles and responsibilities of HR and Finance users have been redefined in accordance with the new HRMIS Payroll Process approved by the HRMIS Steering Committee at its meeting held on 19 November 2018, as per Annex. The scope of duties devolving upon the HR and Finance Sections respectively will hence continue to be the same as they were before implementation of the HRMIS.

2. The Parallel Run for the HRMIS Payroll module will consist of running the HRMIS Payroll in parallel with the existing CISD Payroll for all employees of the civil service on a monthly basis to assess whether Business rules have been correctly configured in the HRMIS, HR and Financial Data have been correctly migrated, are accurate and up to date and to take corrective measures as may be required prior to the Payroll Module go-live. The Parallel Run has been scheduled to start with effect from payroll month of July 2018.

3. **HR ROLES WILL COVER, IN BROAD TERMS, THE FOLLOWING:**

(i)   Basic HR Module comprising personal data, employment data and other appropriate data of all employees in the People and Assignment Screens and relevant sub-screens of the HRMIS.

(ii) **Business Rules** associated with Payment Elements in the Payroll Module.

(iii) **Business Rules** pertaining to Deduction Elements in the Payroll Module (Non-Third Party Deductions), where appropriate such as Civil Service Family Protection Scheme (CSFPS) and Pension Contributions.

4. **FINANCE ROLES WILL COVER, IN BROAD TERMS, THE FOLLOWING:**

(i)   Inputting Payment and Deduction Elements in the Element Entries Screen of the Payroll Module and the corresponding Entry Values as per Conditions of Service attached to each and every employee, on the basis of information provided by HR on file, as well as claims submitted directly to Finance.

(ii) Running "MCS Payroll Run by Organisation" for employees of the respective Ministries/Departments and generating Payroll Reports for examination/verification.

(iii) Business Rules pertaining to Deduction Elements (Non-Third Party Deductions), such as PAYE, NSF/NPF.

5. RESPONSIBILITIES OF HR AND FINANCE

5.1 HR RESPONSIBILITIES

5.1.1 CREATION OF EMPLOYEE/UPDATING OF HR DATA

(i) Creation of employee and contract employee in the HRMIS.

(ii) HR Users will ensure that all HR Data in the People Screen and Assignment Screens and relevant sub-screens of the HRMIS are kept up-to-date as this is a prerequisite for an effective payroll output.

(iii) In cases of changes in posting, all transfer in and transfer out should be recorded promptly in the HRMIS to minimise mismatch between HRMIS Payroll and the CISD Payroll during the Parallel Run. For pay purposes, it is important to make changes taking into consideration the payroll month for which salary is to be paid in the receiving Ministry/Department.

(iv) Updating of HR data in the system should be effected as appropriate prior to outposting employees to other Ministries/Departments.

(v) All termination of employees/contract officers to be carried out in the HRMIS promptly.

(vi) HR will make necessary entries in EIT and Grade Step Screens following promotion of employees and the grant of increments whenever required.

(vii) In cases of backdating of promotion, HR will make appropriate entries in the EIT and relevant People and Assignment screens and sub-screens.

(viii) Attention of all Users is drawn to the importance of "Effective Date" while effecting transactions in the System. As explained during the Training Sessions the *"Effective Date"* is the central point upon which the System operates.

(ix) HR Data cannot be reversed in the HRMIS Live Instance.

5.1.2 SALARY POINTS AND SALARY SCALE CODES

(i)   HR will update salary points of employees after verification of same by Finance. Salary point verifications will be done at the time of reconciliation of the HRMIS payslips against the CISD payslips for JULY 2018.

(ii)   In case of discrepancies Finance will notify HR in file for amendments to be effected in the Grade Step Screen of the HRMIS.

(iii) Salary points will be input by HR for new employees.

(iv)   All subsequent amendments to salary point in the System will be done by HR following promotion of employees, the grant of increments as appropriate, etc...

Note: For salary codes there is an auto-check in the System itself as salary codes are mapped with the corresponding Jobs.

5.1.3 CONFIGURATION OF BUSINESS RULES IN HRMIS

(i)   All Business Rules, including common ones cutting across all Ministries/Departments, as well as specific ones pertaining to specificities of Ministries/Departments, in accordance with the 2016 PRB Report, MCSAR Authority and HPC decisions submitted to the HRMIS Unit have already been configured in the HRMIS.

(ii)   Any changes in Business Rules will be reported to the HRMIS Unit with relevant Authority and supporting documents. SIL will be requested to configure same in the HRMIS.

(iii) In case new authority has been obtained for payment of allowances, HR should report same immediately to the HRMIS Unit with a copy of the authority to enable appropriate configuration/amendments to be effected in the System by SIL.

(iv)   HR will report to the HRMIS Unit all new Business Rules for configuration in the HRMIS. The Treasury will be notified whenever new Payment Elements are created.

5.1.4 CHANGE IN APPELLATION OF MINISTRIES/DEPARTMENTS AND ORGANISATIONAL STRUCTURE

(i) Any changes in appellation of Ministries/Departments or any other changes and organisational structure will be reported to the HRMIS Unit. Configuration in the HRMIS will be done by SIL after agreement by HRMIS Core Team.

5.1.5 "HPC/ALLOWANCE BY EMPLOYEE"

(i) All HPC decisions will be recorded by HR in the HRMIS as appropriate.

(ii) The "HPC/Allowance by Employee" Report will be generated by HR following all entries effected in System.

(iii) The "HPC/Allowance by Employee" Report will be duly signed by HR and submitted to Finance section for appropriate action.

5.1.6 EMPLOYEE VALIDATION

(i) Following creation of employee/amendments of HR Data for existing employees in the HRMIS, HR will generate the "Employee Summary Validation Report" and the "Employee Detailed Validation Report" for verification of all changes made.

(ii) HR will validate all inputs/updates made in the People and Assignment Screens.

Payroll Run by Finance will not be possible unless employee records have been duly verified and validated by HR in the HRMIS. Cut-off dates, to be defined by the Treasury, should be strictly adhered to.

5.2   FINANCE RESPONSIBILITIES

5.2.1   VERIFICATION AND UPDATING OF FINANCIAL DATA

(i)   The Financial Data to be updated by Finance comprises: Pay Method; EDF Details; Costing Details; Payroll Group and Pay site Details; Motor Car/ Cycle Loan Details; Payment Elements and Deduction Elements.

(ii)   Finance will ensure that all the Financial Data of employees are systematically maintained and kept up to date at all times in the HRMIS Live Instance.

(iii) For new employees created in System by HR, Finance will input all relevant Financial Data.

(iv)   In cases of change in posting, the Costing details will be updated by Finance of the receiving Ministry/Department.

5.2.2   INPUT AND UPDATING OF PAYMENT AND DEDUCTION ELEMENTS

(i)   Following migration of the recurring Deduction Elements and recurring Payment Elements having no input values for payroll month June 2018 for all employees in the System, Finance will add any missing/new elements as well as any non-recurring elements in the System for Payroll month of July 2018, notwithstanding the fact that in several Ministries/Departments the exercise has already been completed.

(ii)   For recurring elements with input values (conditions of service attached to each and every employee), appropriate input will be done by Finance in the "Entry Values" Screen.

(iii) Once the recurring Payment and Deduction Elements have been input in HRMIS, they will not need to be input again in the following months. However, any recurring element should be end-dated in case same is no longer being used. Entry values will be updated in case of changes.

(iv)   Finance will ensure that the deduction elements with reducing balances (CISD Codes 5001-5691) be end- dated in the system so that no further deduction continues to be effected beyond the repayment period.

(v) Deductions requiring bulk check off across all Mins/Depts will be uploaded centrally by the Treasury from soft copy submitted by respective 3rd party. The Finance Section will verify/validate the uploaded data on the basis of information submitted by the 3rd party to each Min/Dept.

5.2.3 PAYMENT OF ARREARS

(i) In case of backdated promotion or resumption of duty of interdicted officers, Finance will do the necessary for payment of arrears of salaries and allowances as well as for arrears of statutory deduction elements.

(ii) In cases where no historical data are available in the system, Finance will use the elements "Arrears Generic Earnings" and "Arrears Generic Deductions".

(iii) In cases where historical data are available in HRMIS, Finance will run the "Retro Pay by Element" process.

5.2.4 ELEMENT COSTING DETAILS AND PAYMENT EFFECTED BY DEPARTMENTAL WARRANT

(i) Finance will input the costing details for deduction elements as per instructions issued by the Treasury.

(ii) In cases of payment through departmental warrants:

a) Finance will input the costing details for the payment elements in the "Costing Screen" at the Element Entries level.

b) Finance of the issuing Ministry/ Department will ensure that all details are included in the departmental warrant to enable Finance of the receiving Ministry/ Department to input the correct payment element and its corresponding entry values in the System.

(iii) For Bulk Payment uploaded on behalf of Ministries/Departments by the Treasury through the process "MCS Generic Payments Loading", the Finance will cross verify/ validate the amount and the account code combinations with departmental warrant of the issuing Ministry/Department.

5.2.5 PAYROLL RUN BY ORGANISATION AND RECONCILIATION OF THE HRMIS AND CISD PAYSLIPS

(i) Once all input of Payment and Deduction elements are completed and upon confirmation by HR that all records have been validated in the system, Finance should run the "MCS Payroll Run by Organization" process (Payroll Run for all employees).

(ii) Finance will generate the HRMIS payslips and reconcile same against the CISD payslips for payroll months of July 2018 onwards for both payments and deductions.

(iii) In case of discrepancies that can be rectified, Finance will roll back the process "MCS Payroll Run by Organization" and request Finance/HR to make the amendments where applicable.

(iv) After necessary amendments, Finance will rerun the process "MCS Payroll Run by Organization" for the month and make a final reconciliation.

(v) Unresolved discrepancies will be reported in "Discrepancy Report Template" to the HRMIS Unit and HRMIS Finance & The Treasury *. Same procedures will be carried out for each month up to the system going live.

Note: *For appropriate payroll output for the subsequent months, for example August 2018, the payroll for the previous months, e.g. July 2018, should not be roll back until Treasury will start processing payroll centrally.*

6   ADDRESSING OF DISCREPANCIES BY HR AND FINANCE

The discrepancies noted during the parallel run exercise should be addressed as follows:
(*Only unresolved ones should be reported using the "Discrepancy Report Template"*)

SN	TYPES OF DISCREPANCIES	ACTION REQUIRED
(i)	Data Entry Errors	**Finance/ HR** will make corrections in HRMIS as appropriate.
(ii)	Errors in Ministry's CISD payslips	No action is required in HRMIS. However, **Finance** will take necessary action to correct the errors.
(iii)	Business Rules Configurations Errors	**Finance** will fill in the "Discrepancy Report" after **HR** has done the necessary verification of Business Rules. **Finance** will provide details as appropriate to the HRMIS Unit, HRMIS Finance & The Treasury
(iv)	Discrepancies in rounding off figures *(Error in CISD payslips)*	No action required in HRMIS. **Finance** will follow the rules regarding the rounding off policy as specified in MOFED Circular No. 11 of 2015 dated 03 February 2016
(v)	Any unexplained discrepancies	**Finance** will fill in the Discrepancy Report template and submit to the HRMIS Unit after cross verifying with **HR**.

7   SYNERGY AMONG STAKEHOLDERS

It should be stressed that for the successful implementation of the Payroll Module in the HRMIS, both Finance and HR Sections as well as other stakeholders should develop a close collaboration and work together in synergy and as equal partners.

<u>Note:</u>
*Correspondence to be channeled to:
- HRMIS Unit at hrmisunit@gmail.com
- HRMIS Finance Team at hrmisfinance@govmu.org
- Treasury Team at …………………………….(To be submitted by Treasury)

30 November 2018