



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**  
**MAURITIUS**

**Ministry of Civil Service and Administrative Reforms**

**25 October 2017**

**Circular Letter No. 79 of 2017**

**E/70/51/03/78**

From: Secretary for Public Service

To: Supervising Officers In Charge of Ministries/Departments

**Implementation of HRMIS - Live Instance to evolve HR Data**

Please refer to this Ministry's Circular Letter No.63 of 2017 dated 01 September 2017, wherein you were requested to submit applications for Access Rights in respect of your staff who will be using the HRMIS Live Instance according to their roles and responsibilities as duly approved by you.

2. It is pleasant for me to inform you that the User Acceptance Test (UAT) for Basic HR and Payroll modules based on the 2013 PRB Report has already been signed off and, already, much ground has been covered on the UAT for the same modules in respect of the business rules contained in the PRB Report 2016. In this regard, phase 1 of the UAT consisting of verification of job appellations, salary codes and salary scales has been completed and phase 2 of the UAT consisting of testing of business rules is under way. It should be noted that testing is being carried out at the level of this Ministry, in the first instance, and the exercise will be replicated to Ministries/Departments in due course. It is also provided that a training session will be conducted for all designated officers of the HR and Finance Divisions to enable them to carry out the UAT as from November 2017.

3. You will be pleased to know that the HRMIS Live Instance has been launched in the Ministry of Civil Service and Administrative Reforms on Monday 23 October 2017, as pioneer of the HRMIS Project. The Live Instance will be extended to other Ministries/Departments in a phased manner as from the following week.

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4. I take this opportunity to inform my colleagues that the HRMIS Live Instance will, at this stage, be used **solely for evolving HR Data of employees in their respective Ministry/Department.** A separate communication will be issued regarding the updating of data for payroll purposes. It is now imperative that you instruct officers of your HR Section to input all changes to HR data from the Data Capture Forms into the HRMIS, and to ensure that Employee Data is systematically maintained and kept up to date at all times in the System. Prior to that exercise, a verification of all data migrated from the Data Cleansing Application to the HRMIS should also be carried out.
5. I should be grateful to you if you could make it a point for all Officers in Charge of the HR Division in your Ministry/Department to be apprised of the contents of this Circular. The HRMIS Unit of this Ministry may be contacted on [hrmisunit@gmail.com](mailto:hrmisunit@gmail.com) for any query or clarifications.
6. I rely on your usual commitment and support to make of the HRMIS Project a success.



**S. K. Pather**  
Secretary for Public Service

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