



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

28 August 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 77 of 2018
E/70/51/03/05

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Implementation of HRMIS Project
Parallel Run for Basic HR and Payroll Modules

Please refer to this Ministry's Circular Letter No. 56 of 16 July 2018, wherein you were informed that the Parallel Run of the HRMIS Payroll with the current CISD Payroll will be launched in September this year in accordance with the approved Action Plan.

2. I am, now, pleased to inform all my colleagues Supervising Officers that at its meeting held on Monday 27 August 2018, the Steering Committee chaired by the Minister of Civil Service and Administrative Reforms, has decided that the Parallel Run for the Basic HR and Payroll Modules should start in September 2018 as initially planned. In this regard, the Steering Committee has also taken note that the two pre-conditions for the Parallel Run, namely the HR data update and the verification of migrated financial data have been completed by User Ministries/Departments.

3. The Parallel Run will be conducted for a period of six months and will last until end February 2019. This process will be an opportunity for User Ministries/Departments to assess the reliability and effectiveness of the system and take corrective action as may be required prior to the project going live in March 2019. The HRMIS Payroll run will be carried out on the basis of the pay/deduction elements for the months of July and August 2018, which coincide with the start of the new Financial Year.

4. In order to facilitate the smooth running of the Parallel Run, the HRMIS Core Team has elaborated two documents, the "Instructions and Guidelines", and the "Parallel Run Plan" for the benefit of users as in Appendices A and B respectively. These documents should be

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disseminated to all Officers of the HR and Finance Cadres with a view to assisting them throughout the Parallel Run.

5. I take this opportunity to appeal to my colleagues to ensure that both the HR and Financial data in the HRMIS are continually and systematically updated for the reliability of the HR and Payroll Systems. As part of the activities of the Parallel Run, the HRMIS Core Team will conduct site visits in Ministries/Departments to provide such support and guidance as may be required by users. The team may also be contacted on hrmisunit@gmail.com or hrmisfinance@govmu.org for any query or clarification, should the need arise.

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 of your respective Ministry/Department.

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



S. K. Pather

Secretary for Public Service

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



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