



# HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)

Newsletter Issue No. 12 - April 2016

*The aim of this Newsletter is to keep you informed of the status of the HRMIS project being driven by the Ministry of Civil Service and Administrative Reforms in collaboration with Stakeholders.*

## PREPARING THE USER ACCEPTANCE TEST

### IMPRESSIONS OF OFFICERS OF THE COMMERCE & CONSUMER PROTECTION DIVISION

The User Acceptance Test (UAT) is yet another milestone towards operationalising the Payroll Module of the HRMIS. As the monthly salary of public officers would, in future, be automatically generated by the System, it is imperative that the UAT be conducted in an effective manner. The success of this exercise, however, highly depends on the correct understanding and application of business rules and how well preparatory works are carried out at the level of Ministries/Departments. It also goes without saying that a good level of synergy between the Human Resource and Finance Divisions is a necessity and I am extremely pleased to say that this condition is prevailing at the Commerce and Consumer Protection Division.

As convened, we attended, without fail, all working sessions organised by the HRMIS Unit. This has undoubtedly enabled us to complete the sampling process and submit all relevant information to MCSAR on time.

To conclude, I would like to make a humble plea to my colleagues of the HR Cadre to be fully involved and to take ownership of the HRMIS, which as a valuable tool, will help us to better support our organisations in effectively managing human resources.

*"Knowing what to do and not doing it, is the same as not knowing what to do" Robin Sharma.*

**Mr. Soodarsan China-Appadu**  
**Assistant Manager, Human Resources**  
(HR Section)

My involvement in the HRMIS project dates back to September 2015, when I was called upon to participate in the Payroll Run 3 exercise. It was a very interesting experience, which is now helping me to embark on the UAT with more confidence, especially as it is another milestone for the HRMIS Project. The opportunity given to me to be engaged in the forthcoming event is indeed great as it is deepening my knowledge and understanding about the crucial steps to be followed before the HRMIS Payroll is operational.

I highly appreciated the interactive session which we have had with the HRMIS Core Team at MCSAR. The ability of the team members to guide colleagues of other Ministries/Departments was remarkable. Furthermore, the excellent working relationship that has been developed among colleagues of the HR Section at the Commerce & Consumer Protection Division is really encouraging to support one of the most important reform initiatives being spearheaded by MCSAR. I would thus invite all my colleagues to join hands in this endeavour.

**Mrs. D. Russick**  
**Management Support Officer**  
(Finance Section)

## 1. OBJECTIVES OF HRMIS



**HRMIS = la transparence, la bonne gouvernance et l'excellence !!!**

## 2. PROJECT STATUS



### 2.1. DATA MIGRATION PHASE

Activity	Process	Overall Status	No. of Officers
<b>Data Capture</b>	Personal Files (PF) → Data Capture Forms (DCF)	<b>99.56%</b>	<b>53 417</b>
<b>Data Input</b>	Data Capture Forms (DCF) → Data Cleansing Application (DCA)	<b>99.20%</b>	<b>53 222</b>
<b>Data Cleansing (Validation)</b>	Eliminating <i>duplicate, incomplete &amp; inaccurate</i> data from existing temporary database for uploading <i>correct, accurate</i> and <i>reliable</i> data in the HRMIS.	<b>74.18%</b>	<b>39 797</b>

#### 2.1.1 STATUS OF DATA CLEANSING EXERCISE

<b>100%</b>	65 Ministries/Departments
<b>91% - 99%</b>	The Judiciary (97.08 %) M/Energy & PU (96.10 %) M/Education & HR, TE & SR - Head Office (94.88 %)
<b>81% - 90%</b>	Flacq Hospital (87.89 %)
<b>61% - 80%</b>	Corporate and Business Registration Department (75.21%)
<b>41% - 60%</b>	M/Education & HR, TE & SR: Zone 3 (45.87 %) Zone 2 (43.37 %) SSRN Hospital (57.33 %)
<b>21% - 40%</b>	J. Nehru Hospital (37.17 %) Dr. Jeetoo Hospital (28.94 %)
<b>0% - 20%</b>	M/Education & HR, TE & SR: Zone 4 (19.70 %) Zone 1 (15.03 %) Victoria Hospital (19.23 %)

#### 2.1.2 INDEPENDENT QUALITY ASSURANCE ON DATA CLEANSING

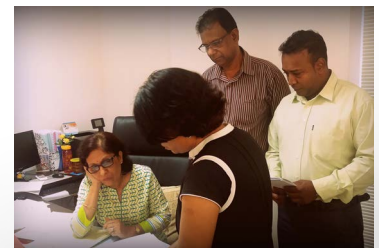
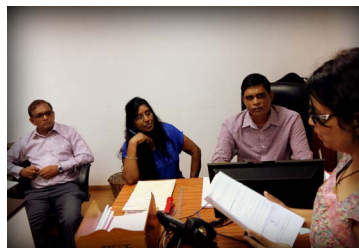
Quality Assurance (QA) exercises are conducted with the view to ascertain that discrepancies identified i.r.o critical data of officers are amended in a timely manner, and that data to be migrated into the HRMIS is *updated, complete, correct, accurate* and *consistent*.

##### Quality Assurance exercises performed in April 2016:

- M/Civil Service & AR
- Mauritius Meteorological Services
- Labour Division

48 QA exercises have been carried out so far.

##### Some Snapshots of the Quality Assurance Exercises



##### Data Maintenance is a MUST

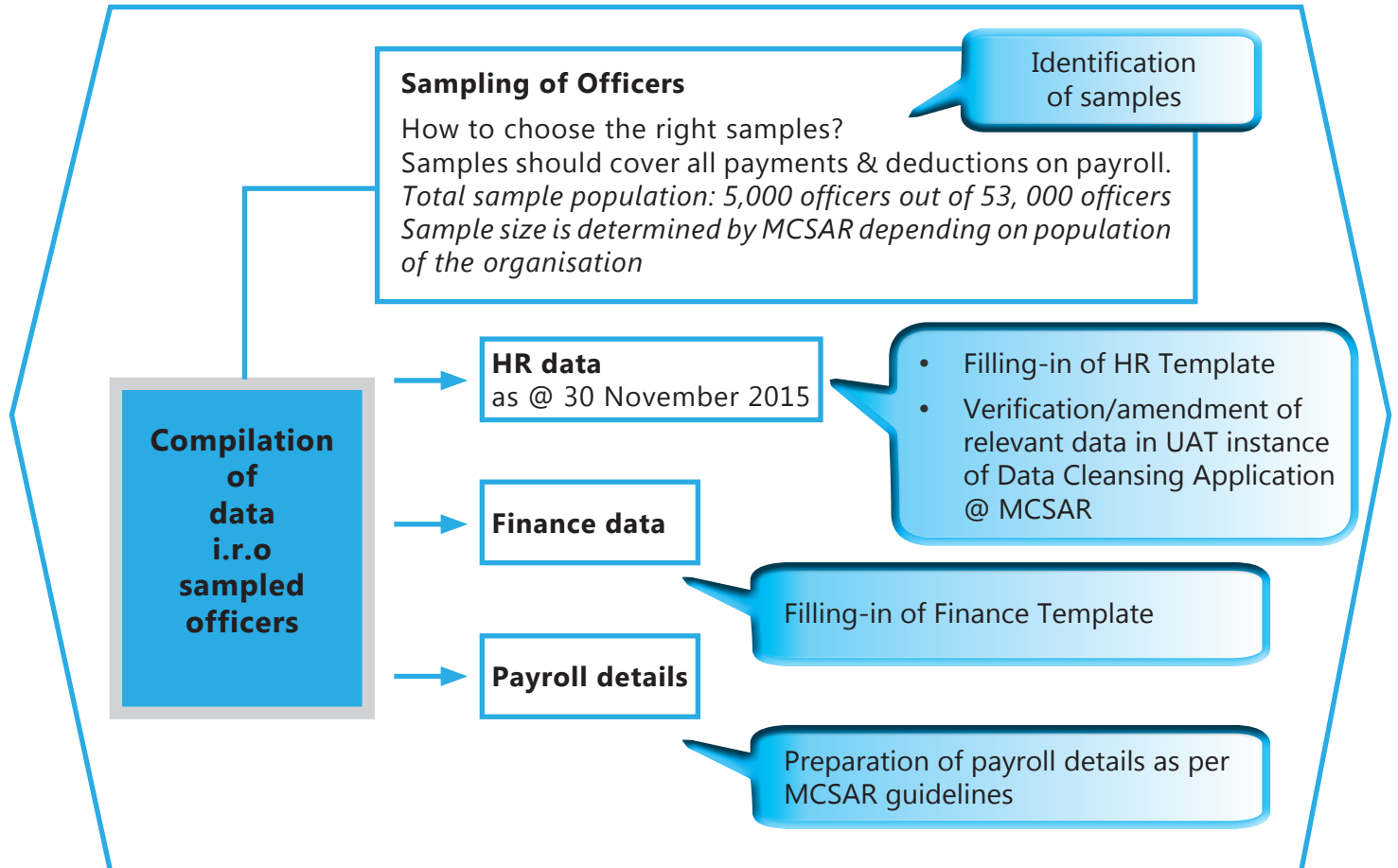
Data captured on Data Capture Forms & Data Cleansing Application should be **simultaneously** updated to keep records of employees clean & correct.

### 3. PAYROLL RUN 4 (PR4) - USER ACCEPTANCE TEST

The User Acceptance Test (UAT) is a critical activity which should be undertaken with utmost care as it is performed to test whether the System effectively responds to all specified requirements. Payrolls for the months of December 2015, January 2016 & February 2016 will be used to perform the UAT.

#### 3.1. WORKING SESSIONS ON UAT

Following the explanatory sessions held on UAT with HR Coordinators, Finance Coordinators & schedule Officers for Payroll of all Ministries/Departments, practical working sessions were conducted by the HRMIS Core Team from 15 to 17 April 2016 to guide participants through the undermentioned preparatory activities.



Some snapshots of the working sessions



Preparation is  
**KEY** to success

Alexander Graham Bell 

## 4. UPCOMING MAJOR EVENTS - 2016

### May - June

- **Completion of preparatory works i.c.w UAT**
- **Training on Basic Core HR & Payroll modules**
  - ✓ Training of Trainers
  - ✓ Training of Champions
  - ✓ Training of Testers
- **Quality Assurance (ongoing)**

### July - August

- **User Acceptance Testing - all Ministries/Departments**

## 5. STAKEHOLDERS OF THE HRMIS PROJECT

Ministry of Finance and Economic Development, Ministry of Technology, Communications & Innovation, The Treasury, Central Informatics Bureau, Central Information Systems Division, IT Security Unit, Government Online Centre, Data Protection Office, Public & Disciplined Forces Service Commissions, State Informatics Ltd, Oracle Systems Ltd.

### CONTACT US

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