HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)　　　**Newsletter Issue No.15 - July 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.

Our experience as Testers with Basic Core HR & Payroll Modules during Induction & Training for UAT

My recent experience with the Basic Core HR and Payroll Modules of the HRMIS during the Induction/ Training sessions carried out for Testers confirmed my belief that the system will revolutionise the way of doing business in the Civil Service.

The Induction/Training sessions have undoubtedly helped Testers to better understand and familiarise with the main screens that will be used for the User Acceptance Test. The "demos", coupled with the related explanations given by the HRMIS Core Team, were clear, direct and easy to retain. I feel more confident to participate in the UAT.

I would, thus, like to pay gratitude to the HRMIS Core Team for all the efforts they are putting in to facilitate the tasks of Testers. I also wish that all Testers collaborate fully with MCSAR to ensure a successful UAT exercise.

Mr. Ramkissen CHARIYAN, Temporary Office Management Assistant
Corporate and Business Registration Department

It has indeed been an enriching experience for me to interface with the Basic Core HR and Payroll Modules of the HRMIS, which are now at the UAT phase.

I am sure that all Testers have been able to put into practice what they have learnt. We all successfully navigated through the system. Testers in general demonstrated a positive attitude which is a very good sign for the project. In my opinion, I firmly believe that during these two days, the UAT training programme has met its objectives.

Since we are now testing the system, all Testers should converge their efforts and make optimum use of the system to be able to identify and address shortcomings.

There is, therefore, no doubt that HRMIS would become a reality in the near future.

Mr M. Ramrekha, Finance Officer/Senior Finance Officer
Ministry of Social Integration and Economic Empowerment

1. OBJECTIVES OF HRMIS

- Senior Officials focus more on duties of strategic nature
- Synergy between HR & Finance Divisions
- Fast processing of HR & financial transactions e.g. salaries, allowances & benefits
- Empowered employees access their personal details & easily interact with HR & Finance Sections
- HRM made simple & easy
- Central online HR database for Civil Service

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

2. PAYROLL RUN 4 (PR4) - USER ACCEPTANCE TEST (UAT)

As announced earlier, the UAT phase for the Basic Core HR & Payroll Modules has already started since 26 July 2016 and this exercise will last until October 2016.

The UAT is a critical activity which is performed to test whether the System responds to the User Requirements. This activity requires the availability, effort and commitment of all stakeholders concerned.

Stakeholders involved in the UAT exercise
Testers, Officers in Charge of HR/Finance Sections, HRMIS Core Team, CISD, CIB & SIL.

2.1. PREPARATIONS FOR USER ACCEPTANCE TEST

2.1.1 PREPAREDNESS OF TRAINERS (HRMIS CORE TEAM)

Date	Activities
20 June - 1 July 2016	Training on Basic Core HR & Payroll Modules by SIL.
12 July - 14 July 2016	Training on Training Skills for Trainers "Micro Teaching" by the Civil Service College, Mauritius, which included a Mock UAT exercise involving the participation of 60 MCSAR staff.
15 July 2016	Participation in a Teambuilding Workshop to formulate an Operational Plan and clarify roles and responsibilities of stakeholders Before, During & After the training and UAT.
22 July 2016	Training of HRMIS Core Team on J-Trac Tool by SIL. **AIM:** To learn how to log issues on the J-Trac for proper recording & follow-up action.

2.1.2 PREPAREDNESS OF TESTERS

Induction: 19-22 July 2016

- To apprise Testers of Ground Rules for conducting Training & UAT exercise in a timely, disciplined and consistent manner
- Testers' familiarisation with the Training/UAT instances.

Practical Training on Basic Core HR & Payroll modules by the HRMIS Core Team

- Testers having hands-on practice on the system
- Demo: How to create employees, assign work details, run Quick Pay & Payroll, generate various reports (Payrolls, Variance & Reconciliation Reports).

* Quick Pay – running payroll for only one employee.

Testers were provided with a self-explanatory UAT Training Guide prepared by Nawaaz, Girish & Kavish (members of HRMIS Core Team) to facilitate understanding of steps to be ▶ followed to process the payroll.

HRMIS
**UAT Training Guide
for Testers**

Ministry of Civil Service and Administrative Reforms
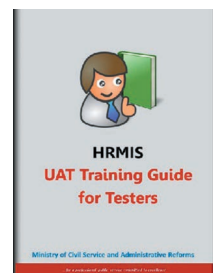
Photos of Training sessions in IT Lab (MCSAR)

Following the training, Testers were also required to verify data iro sampled employees with the data migrated by SIL in the UAT instance. This step was diligently carried out to address discrepancies regarding migrated data beforehand so as to facilitate conduct of the UAT exercise.

2.2. CONDUCT OF USER ACCEPTANCE TEST (JULY - OCTOBER 2016)

The UAT schedule along with the Ground Rules to be complied with have been forwarded to all Testers. Supervising Officers in Charge of Ministries/Departments as well as Officers in Charge of HR & Finance Divisions have been invited to draw the attention of Testers on the need to adhere to those Rules.

2.2.1 VENUES FOR TRAINING/UAT

The UAT exercises are concurrently being carried out at 4 different sites namely:

- Registrar-General's Dept (IT Lab)
- CISD (IT Lab)
- MCSAR (IT Lab & HRMIS Unit).

The UAT exercise is being executed in 2 cycles for payrolls (December 2015, January & February 2016) to test business rules inclusive of specific issues as indicated below:

Payrolls	Testing of specific issues
December 2015	End of Year Bonus
January 2016	Payment of annual increment
February 2016	Payment of unutilized Sick Leave

UAT started on 26 July 2016, that is, the next day following the Training to enable the freshly trained Testers to be in a better position to carry out the exercise.

2.2.2 UAT MANAGEMENT BY THE HRMIS CORE TEAM

Roles & Responsibilities at each UAT site:

1. A *Team Leader* to:
   - ensure proper functioning of the UAT exercise in a timely and disciplined manner
   - analyse discrepancies reported by Testers & decide on those to be recorded in J-Trac Tool
   - seek clarification from MCSAR, where necessary
   - debrief with Team on daily issues encountered icw UAT
   - send Feedback to Management (status reports of success & discrepancies)
   - reschedule tests, if required.
2. A *Recording Officer* to log discrepancies in J-Trac for remedial & follow-up actions.
3. A *Centre Manager* to take care of logistics.
4. *Facilitators* to:
   - give proper guidance to Testers on the various screens being used in the system
   - provide assistance with regard to the correct interpretation of business rules
   - Facilitate communication among Testers & Officers in Charge of HR/Finance Sections regarding clarifications and interpretation of business rules.

Activities for Testers
   - input of HR, Finance & payroll details iro of sampled employees into the system
   - validation of records
   - running of payroll, reconciliation of HRMIS payroll with CISD payroll of sampled employees
   - preliminary investigation of discrepancies following reconciliation of payrolls
   - filling-in of Discrepancy Report.

> The roles and responsibilities have been formulated in the Operational Plan in light of discussions at the Team Building Workshop on 15 July 2016.

3. INFRASTRUCTURE

3.1. PERFORMANCE TESTS FOR UAT

Payroll processing is a complex exercise which should be error free and within a required time frame. Users of HR and Finance are currently conducting UAT for the HRMIS payroll module. It is, therefore, important to assess the time taken to run the payroll and whether it can also be run concurrently.

Thus, a first performance test was carried out on 21 July 2016 to identify issues that may crop up. Payroll for 65 organisations iro some 4000 employees were run concurrently at the 4 UAT sites by the HRMIS Core Team. The Technical Team set up to monitor the situation was led by MCSAR IT Unit and comprised the Central Coordination Unit of CISD (CCU), GOC, SIL and CIB. Operations at site level were managed by Nawaaz, Kavish, Amit & Vishal of the HRMIS Core Team. The CCU was requested to monitor the bandwidth during the test carried out.

All issues identified were channelled to respective stakeholders for corrective action to be taken. Similar exercises will take place in future to ensure that all issues are addressed.

H. Ramful (Miss), Senior Systems Analyst
Ministry of Civil Service and Administrative Reforms

3.1.1 SUPPORT TO MINISTRIES/DEPARTMENTS

Following a survey carried out by the Central Informatics Bureau, it was observed that sufficient equipment was not available in the Finance Sections of some Ministries/Departments. MCSAR immediately responded to the situation by funding the required number of computer equipment as indicated hereunder:

Ministries/Departments	No. of PCs
Government Information Service	1
M/Business Enterprise & Cooperatives (Cooperatives Division)	2
M/Education, HR, TE & SR (Zone 2)	2
M/Gender Equality, CD & FW	2
M/Industry, C & CP (Commerce Division)	1
M/Industry, C & CP (Industry Division)	1
National Transport Authority	1

4. UPCOMING MAJOR EVENTS (2016)

August up to October: User Acceptance Test

November up to December:
- Update of PRB 2016 Conditions into the HRMIS
- Development of Performance Management System.

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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