



Republic of Mauritius

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

# HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)

Newsletter Issue No. 16 - August 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.*

## Message of Senior Chief Executive

The Basic Core HR and Payroll Modules are presently going through the User Acceptance Test (UAT), which is considered to be a critical phase in the implementation of the HRMIS. Officers from all Ministries/Departments are actively involved in this exercise which is being carried out at four (4) different sites under the close supervision and guidance of the HRMIS Core Team. It is encouraging to note that the series of tests carried out so far in respect of December 2015 payroll have been completed with a success rate of around 96%.

We have been through the implementation of the HRMIS for quite some time now and it has involved extensive works in the preparation, verification and validation of HR data, which is so vital for the success of the system. All the training provided so far to officers concerned, and to the Testers in particular, as well as the strategy put in place for the UAT have greatly contributed in facilitating the final testing of the system.

Once again, I reiterate my appeal to all Supervising Officers to consider the HRMIS as one of their priorities and provide the necessary support to this unprecedented reform initiative in the Civil Service. I also plead upon all staff of HR and Finance Divisions to fully collaborate in any manner possible with the HRMIS Core Team all through the final stage of the testing of the Basic Core HR and Payroll Modules scheduled for completion in October 2016.

I have no doubt that the HRMIS will become a reality in the coming months. It is therefore, imperative that we remain focused in making this happen and constantly bear in mind that this reform is well set to bring about a meaningful change in our ways of doing government Business.

**P. Jhugroo**  
*Senior Chief Executive*  
*Ministry of Civil Service and Administrative Reforms*

### 1. OBJECTIVES OF HRMIS

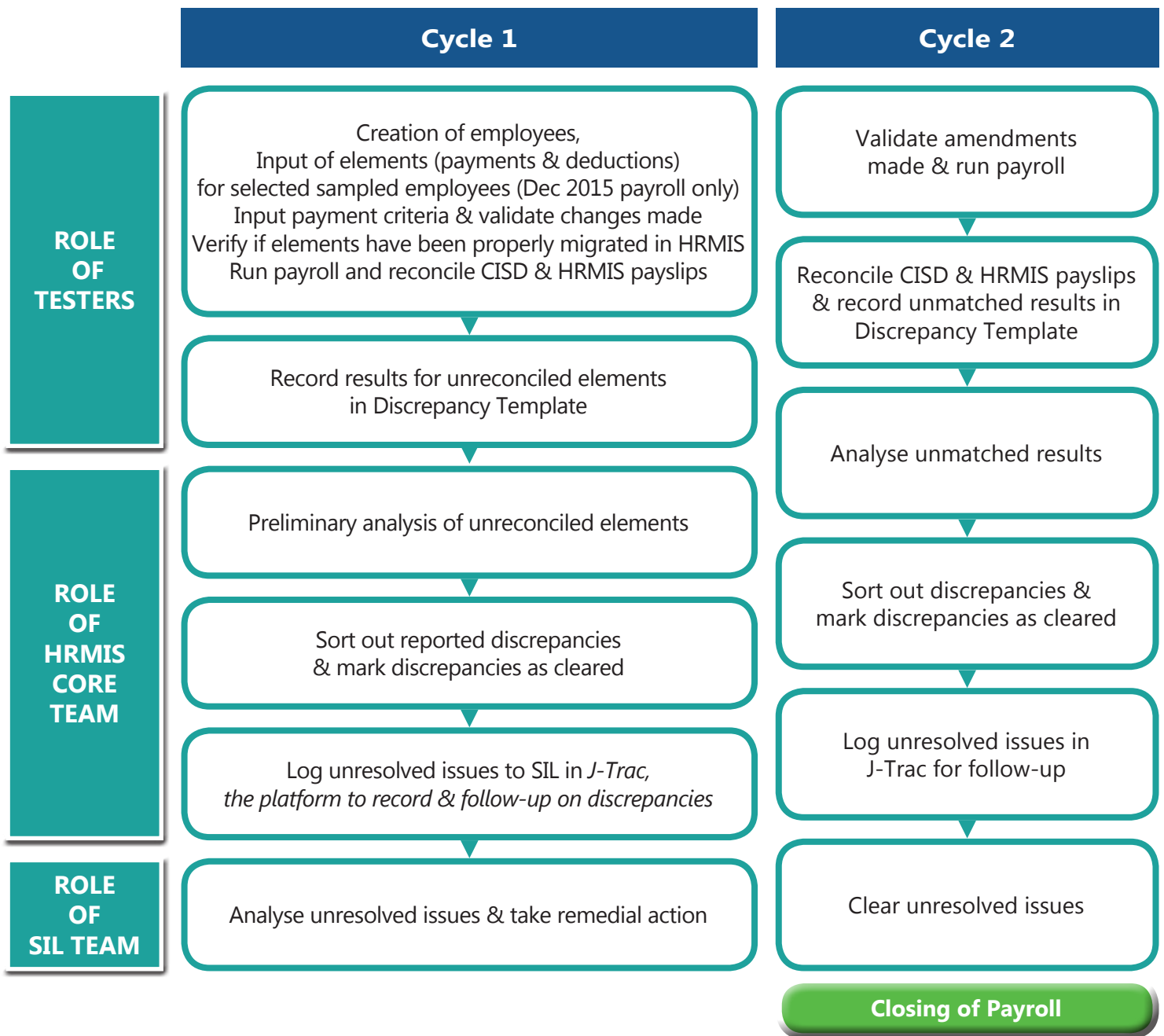


***HRMIS = la transparence, la bonne gouvernance et l'excellence !!!***

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

The UAT is a critical activity which is performed to test whether the system responds to User Requirements.

### 2.1. ACTIVITIES UNDERTAKEN DURING UAT FOR PAYROLL MODULE



### 2.2. RECORDING & CLOSING OF ISSUES



#### 2.2.1 ISSUES ENCOUNTERED DURING DECEMBER 2015 PAYROLL RUNS

- Inaccurate migrated data
- Incorrect data Input & inconsistency in application of business rules
- Unmapped CISD & HRMIS Payroll elements
- Slowness in processing of payrolls (Cycle 1 only).

## 2.2.2 MONITORING OF ISSUES @ MANAGEMENT LEVEL

MCSAR Management holds regular debriefing sessions with the Core Team and SIL to take cognizance of the outcome of UAT (organisation wise) at the different sites and propose remedial action.

## 2.2.3 OUTCOME FOR THE DECEMBER 2015 PAYROLL

### Cycle 1

85.12 %

### Cycle 2

96.03 %

## 2.3. VIEWS OF TESTERS ON UAT – “CONVERGING TOWARDS A COMMON GOAL”

### Getting through the UAT

The UAT being conducted for the Payroll Module, is providing us the opportunity to enhance our knowledge on the business rules governing payments and deductions. There is no doubt that the system being put in place will standardise the application of those rules thereby eliminating risks of wrong interpretation and computation.

It is also an undeniable fact that members of the HRMIS Core Team are providing valuable support and guidance to all Testers. The Training Guide provided to us coupled with the clear explanations given during the training conducted have indeed helped to raise our level of understanding of the system and to deal with complex issues. The positive synergy that my own team had with them has enhanced our capability to conduct the UAT exercise and quickly resolve problems.

We now feel more confident to participate in the next Round of the UAT.

**Mrs. T. Pahladi**

*Finance Officer/Senior Finance Officer  
Meteorological Services*

### Synergy between HR & Finance

Officers of the Financial Operations and Human Resource Cadres have been fully involved with the implementation of the project for over 2 years. It is interesting to note that MCSAR has been able to bring together officers of both Cadres in willingly accepting the forthcoming changes through the implementation of the HRMIS.

Initially, the project appeared to be very complex and there was the apprehension that it would take a long time to become operational. However, by gradually attending meetings, following practical trainings and complying with all instructions of MCSAR, our views on the project have taken another dimension. The Training Strategy for the UAT has been so well designed that it has enabled Testers to understand the need for correct entries for obtaining correct results. Moreover, the assistance provided to all Testers during the practical sessions is noteworthy.

The project is really taking shape and I am confident that the HRMIS will soon be a reality.

**Mrs. B. Ruthnum**

*Assistant Manager, Financial Operations  
M/Public Infrastructure & LT, Public Infrastructure Div*

### Teamwork, a necessity

Since the very start of the UAT stage, ranging from sensitisation and training sessions through to the tests, emphasis has always been laid on the prevalence of team spirit among Testers. The aim is to ensure the conduct of the UAT in an organised and coordinated manner within prescribed norms and standards. This implies that each team member has to be adequately prepared and properly equipped prior to turning up for the UAT. Proper and effective conduct of the UAT would, thus, be highly dependent on the level of synergy among Testers. This is no more an option.

Adopting the “business as usual” approach, i.e. working in silos without sharing information, automatically results into difficult situations, e.g. delays in completing the whole exercise and performing a proper analysis of discrepancies.

On the other hand, those who work in team are able to achieve good results.

My views are based on my own experience and observations during the UAT sessions for the month of December 2015. It is obvious that teamwork is a necessary requirement and it is important that team spirit prevails up to the end.

*“Coming Together is the beginning, Keeping Together is progress, Working Together is Success...” (Henry Ford)*

**Mrs. L. Ramoogur**

*Human Resource Executive  
M/Health & QL, SSRN Hospital*

## 2.4. MANAGING THE UAT EXERCISE



The UAT exercise for the Payroll Module is being concurrently carried out since 26 July 2016 at four different sites [MCSAR (IT Lab & HRMIS Unit), CISD & Registrar General Dept] involving the participation of around 350 Testers from all Ministries/ Departments. The first round of tests for the December 2015 Payroll conducted by Testers, under the close guidance of the HRMIS Core Team, constituted a real challenge for all Testers as a series of activities were required to navigate through different screens to be able to create employees' records and update data in HRMIS.

Officers of several organisations were well organised and showed much enthusiasm in using the system, while a few others had to be guided all through to be able to complete the different tasks involved. The HRMIS Core Team, therefore, had to ensure that Testers carry out required steps before running the Payroll and also give plausible explanations to Testers whenever HRMIS and CISD payrolls could not be reconciled. At times, assistance have to be sought instantly from SIL to sort out technical issues. Debriefing sessions are held almost everyday with MCSAR Management and SIL to find out solutions to problems encountered.

Managing a critical exercise like the UAT, indeed, involves much preparation on the part of the Core Team. Had we not prepared an Operational Plan to clarify roles and responsibilities of stakeholders and determine standards, this task would have been difficult for us.

We sincerely hope that for the remaining part of the UAT, representatives of Ministries/Departments will remain focused and continue to provide their relentless support.

**Mrs. R.D. Korlapu-Bungaree**  
*Assistant Manager, Human Resources,  
Ministry of Civil Service & Administrative Reforms, HRMIS Unit*



## 2.5. UAT FOR JANUARY 2016 PAYROLL

**Cycle 1: 26 August - 5 September 2016**

**Cycle 2: 7 - 15 September 2016**

### Activities to be carried out by Testers

- Perform variations affecting the January 2016 Payroll
- Record exceptions for officers who are not eligible for annual increment (Year 2016)
- Run the increment exception lists
- Run the increment process for all eligible officers
- Run payroll for January 2016
- Reconcile payrolls (CISD vs HRMIS)
- Record discrepancies in Discrepancy Template.

### 3. READINESS FOR DATA MIGRATION

#### 3.1. QUALIFYING CRITERIA FOR DATA MIGRATION

Officers' data are considered ready to be migrated into the HRMIS only after going through the following stages:

- (i) Quality Assurance exercise by the HRMIS Core Team;
- (ii) necessary amendments to incorrect data in the Data Cleansing Application; and
- (iii) submission of fresh Data Cleansing Validation Certificate to MCSAR.

Ministries/Departments are requested to submit relevant Data Cleansing Validation Certificate following:

- completion of Data Cleansing exercise
- conduct of the Quality Assurance exercise and necessary amendments i.r.o. data in Data Cleansing Application.

#### 3.2. STATUS REGARDING READINESS FOR DATA MIGRATION

As at date, data iro the following 34 organisations are ready for migration into the HRMIS:

M/Social Integration & EE	Prime Minister's Office	Office of the President
M/Environment, SD and D & BM	Employment Division	Registrar General's Department
M/Local Government	Civil Status Division	Business & Enterprise Division
M/Finance & ED	Land Transport Division	Energy Services Division
M/Civil Service & AR	Pay Research Bureau	Public Bodies Appeal Tribunal
M/Agro Industry & FS	Statistics Mauritius	Office of the DPP
Meteorological Services	National Assembly	Tourism & External Communication Divisions
Employment Relation Tribunal	Civil Aviation Division	Mauritius Police Force
International Trade Division	National Archives	Electoral Commissioner's Office
Attorney General's Office	Valuation Division	Local Government Service Commission
Commerce & CP Division	National Audit Office	Government Information Service

Ministries/Departments having already gone through the Quality Assurance exercise are kindly requested to complete the established procedures as at **3.1 above** to be eligible for data migration.

### 4. UPCOMING MAJOR EVENTS (2016)

**September - October:** User Acceptance Test ongoing

- November - December:**
- Update of PRB 2016 Conditions in the HRMIS
  - Data Migration for the 34 organisations
  - Training of Users
  - HRMIS database accessible to 34 organisations.

### 5. STAKEHOLDERS OF THE HRMIS PROJECT

Ministry of Finance & 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.

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