

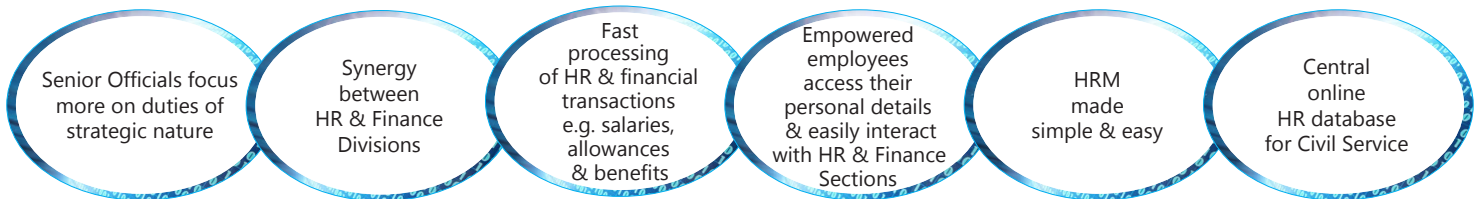


HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS) Newsletter Issue No. 20 - December 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.

1. OBJECTIVES OF HRMIS

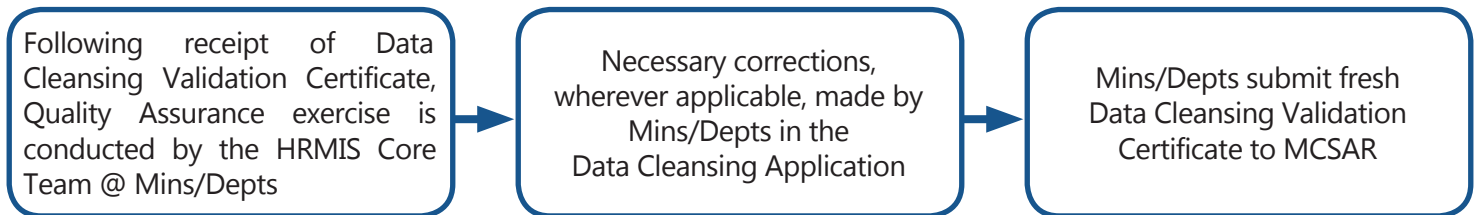


HRMIS = la transparence, la bonne gouvernance et l'excellence !!!

2. LIVE DATA MIGRATION

2.1. ELIGIBILITY FOR DATA MIGRATION

Steps followed:



2.2. READINESS FOR DATA MIGRATION

Data is migrated into the HRMIS after several levels of verification and validation to ascertain that data available in the Data Cleansing Application is complete and correct.

2.2.1. STATUS REGARDING LIVE DATA MIGRATION EXERCISE

▪ **Data Migration has been successfully completed for the following 38 organisations (Batch 1):**

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

▪ **Works are in progress for the following 12 organisations (Batch 2):**

M/Ocean Economy, MR, F, S & OI
M/Financial Services, GG & IR
M/Technology, C & I
M/Gender Equality, CD & FW

M/Housing & Lands
M/Youth & Sports
Public Infrastructure Division
National Transport Authority

Mauritius Fire and Rescue Service
Labour Division
Public Service Commission
Industry Division

▪ **The 3rd batch of Mins/Depts identified for Data Migration:**

M/Energy & PU
M/Arts & Culture
Forensic Science Laboratory
Corporate & Business Registration
Department

Ombudsperson for Children's Office
Central Procurement Board
Office of the Vice President
Foreign Affairs & RI Division

National Development Unit
Office of the Ombudsman
Central Information System Division

2.3. DATA CLEANSING

2.3.1. QUALITY ASSURANCE EXERCISE

▪ **Quality Assurance exercises carried out in December 2016:**

- Corporate & Business Registration Department
- Central Information System Division
- National Development Unit
- The Judiciary.

Snapshots of the Quality Assurance exercises



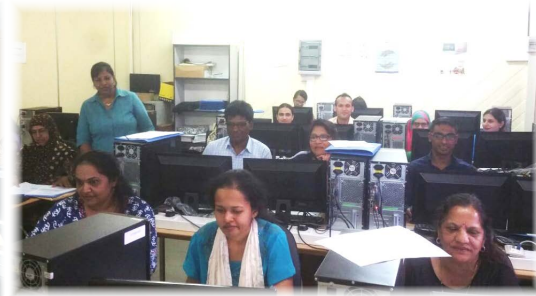
▪ **Quality Assurance exercises planned for January 2017:**

- M/Education and HR, TE & SR (Head Quarters & 4 Education Zones)
- M/Health & QL (Head Quarters & 5 Regional Hospitals)
- M/Social Security, NS & RI

3. TRAINING OF USERS

Training on the Basic Core HR and Self Service modules were conducted for a second batch of 100 Users from 5th to 13th December 2016.

Snapshots of the Training sessions



Trainees follow Training on the HRMIS Basic Core HR module (People & Assignment screens)

Trainees have hands on practice on HRMIS Training instance

Trainees use HRMIS in Live environment @ their workplace

The Training instance of the HRMIS is accessible to trained users only.

MY IMPRESSION ON THE HRMIS TRAINING

My involvement in the implementation of the HRMIS project started since 2014 when we embarked on the Data Migration Phase comprising various important exercises such as Data Capture, Data Input, Data Cleansing and Data Validation. These exercises allowed me to get a good understanding on the importance of 'quality data' in a robust system like the HRMIS.

The 7 half-day Training Programme on the Basic Core HR and Self Service modules held from 24th November 2016 to 2nd December 2016 at the CISD IT Lab provided a good opportunity for some hands-on experience on the various screens to better familiarise with the Basic Core HR module. More importantly, the training enabled me to understand the logic and sequence for each and every well-structured step to successfully perform specific operations.

HRMIS will undoubtedly pave the way for faster and better decision-making since accurate, consistent correct and reliable data will be readily available. A positive revolution is about to occur in the domain of HRM, with meaningful changes in the way HR management is practised in the civil service, thereby promoting a culture of professionalism and providing enhanced and timely services to our customers.

Since a training instance of the HRMIS is available for practice at my workplace, I am making the most of it to enhance my skills and competencies for using the HRMIS effectively.

I would like to express my appreciation of the excellent training imparted by the HRMIS Core Team.

I request my colleagues of the HRM Cadre to seize this golden opportunity offered by MCSAR to collaboratively participate in the modernisation of the civil service.

Wish you all a Merry Christmas & a Happy and Prosperous New Year 2017.

Mr Santaram Nundloll

Manager, Human Resources - Prime Minister's Office

TRAINING OF USERS

Some 200 officers of the HR and Finance Divisions of 38 Ministries/Departments followed a 7 half-day training programme on the HRMIS Basic Core HR and Self-Service Modules in 2 batches from 24th November 2016 to the 13th December 2016. The main objective was to equip users with the necessary skills and competencies to use the two modules at their respective workplace.

The training materials provided to users comprised the Data Governance Framework, My HRMIS Companion - Part 1 (Basic Essentials) and My HRMIS Companion - Part 2 (Basic Core HR & Self-Service (Read Only) Modules).

Participants were sensitised on the importance of always having quality data in the HRMIS and the need to also ensure data integrity and data security, to be in line with the Data Protection Act. Users were also apprised of the control mechanism put in place for effective data management. Furthermore, being given that the users will be called upon to operate in an IT environment, some basic information about the hardware and software components of the HRMIS were also covered. The aim was to give users some background knowledge of how the system operates and empowering IT-savvy users to do some basic troubleshooting when the need arises.

The biggest part of the training programme was devoted to explaining important concepts to users and helping them to easily follow the step-by-step instructions given in 'My HRMIS Companion - Part 2' while navigating through the different screens. The training also comprised daily assessment to evaluate how far users have internalised the lessons imparted to them. In addition, users were given the opportunity to provide their feedback on the training.

According to users, the training has been successful since it enabled them to understand the functionalities in the system and to apply the concepts learnt. Users who did not know much about the HRMIS have been able to develop a good understanding thereof. The trained users are now accessing a training instance of the HRMIS at their respective workplace to practise what they have learnt. On-site visits would be carried out to see how they are faring and those requiring further assistance would be taken care of.

The training programme will be gradually extended to all users of the HR and Finance Divisions. However, priority would be given to those organisations having already gone through the Data Migration exercise.

We would like to extend our warmest thanks to the CISD, the Registrar General's Department, the Printing Department and all the participants for their support in making the training programme successful. Since we are aiming for the HRMIS to be operational across the civil service by the end of 2017, we invite all Officers-in-Charge of HR and Finance Divisions to provide their unflinching support to the HRMIS Core Team.

We are confident that the forthcoming Year will be full of achievements.

"The secret of getting things done is to act!" Dante Alighierri

Wish you all a Merry Christmas & a very Happy New Year 2017 !

Ms Subhdrakumari Panchoo

Assistant Manager, Human Resources - Ministry of Civil Service & Administrative Reforms

4. UPCOMING ACTIVITIES

January/February 2017

- Quality Assurance exercises in remaining 12 organisations
- Training on Basic Core HR & Self Service modules
- Live Data Migration for Batch 2 & Batch 3 organisations.

MESSAGE OF EDITORIAL TEAM

Dear Readers,

This December, we are bringing to you the 20th issue of the HRMIS Newsletter with the usual support of all stakeholders of the HRMIS project.

2016 has undoubtedly been an eventful year for the HRMIS project and we sincerely hope that we have been successful in updating you with progress achieved up to now.

On our side, we will sustain this engagement by keeping you informed about upcoming events and activities. We hope that you will stay connected with the HRMIS project through this Newsletter.

Thank you for your usual support.

Year's end is neither an end nor a beginning but a going on, with all the wisdom that experience can instill in us...

Wish you Merry Xmas & Happy New Year 2017

Priya Sauba, Girish Bhojroo, Kavish Boodhoo & Chris Manancourt

2016 = a year of events

2017 = a year achievement

*Your dedication, enthusiasm and commitment
will help us achieve our objective...*

*"Success is the sum of small efforts -
repeated day in and day out."*

Robert Collier

The HRMIS Core Team



*HRMIS Core Team
wishes you*

*Merry X-Mas
Happy New Year
2017*

CONTACT US

HRMIS TEAM

Tel: PABX: 405 4100 (Ext: 10044-10047, 10052-10064)

Email: hrmisunit@gmail.com

FINANCE TEAM

Tel: 201 3967

Email: hrmisfinance@govmu.org

MCSAR - IT UNIT

Tel: PABX: 405 4100 (Ext: 10048, 10049, 10051)

Email: mcsar-it@govmu.org

All IT related issues should be addressed
to Mr. R. Luckun, Project Manager, CIB
rluckun@govmu.org