



HRMIS *Where are we ???*

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.

At the very outset, at the Ministry of Environment, Sustainable Development, Solid Waste and Disaster and Beach Management (MESDSWDBM), we were enthusiastic towards the HRMIS project since we were fully aware of its short, medium and long term benefits. Besides, in our digital era it is unthinkable that the Human Resource Sections in the Civil Service are still relying on paper files for the retrieval of data for decision making on issues related to the management of its human resources.

The HR Section @ the MESDSWDBM was fully prepared to meet the challenges in the implementation of the HRMIS Project. All staff have been equipped with adequate IT facilities, i.e. PCs with internet connections. Connectivity problems that we encountered at the beginning have been resolved to our satisfaction in a timely manner. The Oracle program has been uploaded in all our PCs without any problem and logins for all our staff have been obtained on time.

I sat with my officers and together we have mastered the exercise quite easily as the Data Cleansing Application is a user-friendly system. During the data cleansing exercise, close monitoring has been exercised so that the work is done in an effective and efficient manner. Most of the data amended during the data cleansing exercise were those related to problems encountered at the beginning of the data input exercise.

The project will boost productivity in the HR Sections and will increase the satisfaction of our staff. It is expected that it will impact positively on service delivery in the whole Civil Service.

To conclude, I would say that if the data capture and data input exercises have been carried out with upmost care, the data cleansing exercise should be easy and rapid. I seize this opportunity to thank my staff for their support, collaboration and commitment.

Lastly, I appeal to my colleagues of the HR Cadre to take ownership of the HRMIS project and drive it to ensure its successful implementation.

Mr. R. Coochanah, Manager, Human Resources

Ministry of Environment, Sustainable Development and Disaster and Beach Management

1. OBJECTIVES OF HRMIS



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

2. PROJECT STATUS

2.1. DATA MIGRATION PHASE



		Overall Status	No. of Officers
Data Capture	Personal Files → Data Capture Forms	97%	52,669
Data Input	Data Capture Forms → Data Cleansing Application	91.6%	49,852
Data Cleansing (Validation)	Eliminating duplicate, incomplete and inaccurate data from existing temporary database and uploading correct, accurate and reliable data in the HRMIS.	15.1%	8,198

Status of Data Cleansing by Mins/Depts

100% 6 Depts	99% - 71% 15 Mins/Depts	70% - 51% 7 Mins/Depts	50% - 31% 12 Mins/Depts	Mins/Depts Below 30%
1. National Assembly 2. Statistics Mauritius 3. Energy Services Div 4. International Trade Div 5. Attorney-General's Office 6. Employment Relations Tribunal	1. Government Information Systems 2. Civil Status Div 3. Tourism & EC 4. National Transport Authority 5. Business Enterprise Div 6. Environment, NEC & BA 7. Civil Service & AR 8. Electoral Commissioner's Office 9. Office of the Vice President 10. Office of DPP 11. Public Bodies Appeal Tribunal 12. External Communications Div 13. The Treasury 14. Local Government 15. Social Integration & EE	1. Prime Minister's Office 2. Registrar-General 3. National Archives 4. Employment Div 5. Public Service Commission 6. Local Government Service Commission 7. Commerce & CP Div	1. Government Printing 2. Finance & ED 3. Technology, C & I 4. Land Transport Div 5. Cooperatives Div 6. The Judiciary 7. Mauritius Prisons Services 8. Pay Research Bureau 9. Foreign Affairs Div 10. Agro-Industry & FS 11. Financial Services, GG & IR 12. Water Resources Unit	Remaining Mins & Depts

The SCE @ MCSAR held several meetings with Mins/Depts to decide on strategy to be adopted to expedite matters w.r.t. Data Cleansing exercise.

21 September 2015: Police Dept

12 October 2015: Health & QL

19 October 2015: Education and HR, TE & SR, Finance & ED, Financial Services, GG & IR, TE and SR & T, Public Infrastructure, NDU, LT & S (National Development Unit), Youth & Sports, Pay Research Bureau, Corporate and Business Registration Department, Forensic Science Laboratory, Office of the President, Prime Minister's Office, Valuation & Real Estate Consultancy Services, Fire Services, Central Procurement Board, Ombudsman's Office, Civil Aviation.

2.1.1 TRAINING

Training sessions conducted by officers of the HRMIS Unit to facilitate data cleansing exercise (17 August to 22 October 2015)

Designation	No. of participants trained on		Trainers
	Data Cleansing Application (DCA)	Validation Application	
Manager, Human Resources	2	6	Office Management Assistant (Temporary) Mr. S. Kassim
Assistant Manager, Human Resources	7	14	
Senior Human Resource Executive	4	12	
Human Resource Executive	20	70	Management Support Officers Mr. G. Bhoyroo Mr. A. Mayeputh Mr. K. Boodhoo
Office Management Assistant	11	5	
Management Support Officer	30	23	
Total No. of officers trained	74	130	

A glimpse of the training

Miss R.B. Dooky



Miss K. Simathree & Miss A. Danhawoo



Miss B.N. Arlando



Miss D. Tengur



Miss A. Joomun



Miss L. Teeluck



2.2. INDEPENDENT QUALITY ASSURANCE ON DATA CLEANSING

2.2.1. MODALITIES OF QUALITY ASSURANCE EXERCISE

Aim & Objective

- avoid the risk of migrating inaccurate and incorrect data into the system
- instill a Quality Culture in HR Divisions of Mins/Depts
- encourage HR Dept of Mins/Depts to constantly maintain their data thereby rendering them accountable for their data
- to ultimately help institutionalising a quality control mechanism in all organisations
- contribute in the sustainability of HRMIS, as a reliable system

Scope

To ascertain whether data cleansing exercise has been effectively carried out by all Mins/Depts.
i.e. critical data of their respective employees are updated, complete, correct, accurate & consistent in DCA

Methodology

Start the exercise upon receipt of duly signed Data Cleansing Validation Certificate

Sample

Employees covering almost all grades on payroll/establishment of Mins/Depts
The exercise may cover all employees for small organisations

Data to be checked

Critical data having highest implication on payroll & other data also if many errors are detected.

Conduct of exercise

Verification of data input:

Data Cleansing Application against *personal files & Data Capture Forms* also (if many discrepancies are identified)

Access to Database

QA Teams will be provided with temporary logins to access database of Mins/Depts concerned.

Reporting of findings

- Teams would record findings in a Template, which would be endorsed by the O/C of HR Sections.
- In case of discrepancies, onus for taking corrective measures would rest on the O/C of HR Sections & fresh Data Cleansing Validation Certificate should be submitted to MCSAR within a given timeframe.

NOTE

Notwithstanding the undertaking of the Quality Assurance exercise, Mins/Depts will have to assume full responsibility of their employees' quality of data that has been input into the system.

**2.2.2. FIRST QUALITY ASSURANCE EXERCISE @ EMPLOYMENT RELATIONS TRIBUNAL (ERT)
27 OCTOBER 2015**



No. of employees on Payroll	22
Sample	14 employees covering all grades on payroll of ERT
QA Team	4 officers from the HRMIS Unit
Duration of exercise	1 day
Outcome	No discrepancy noted

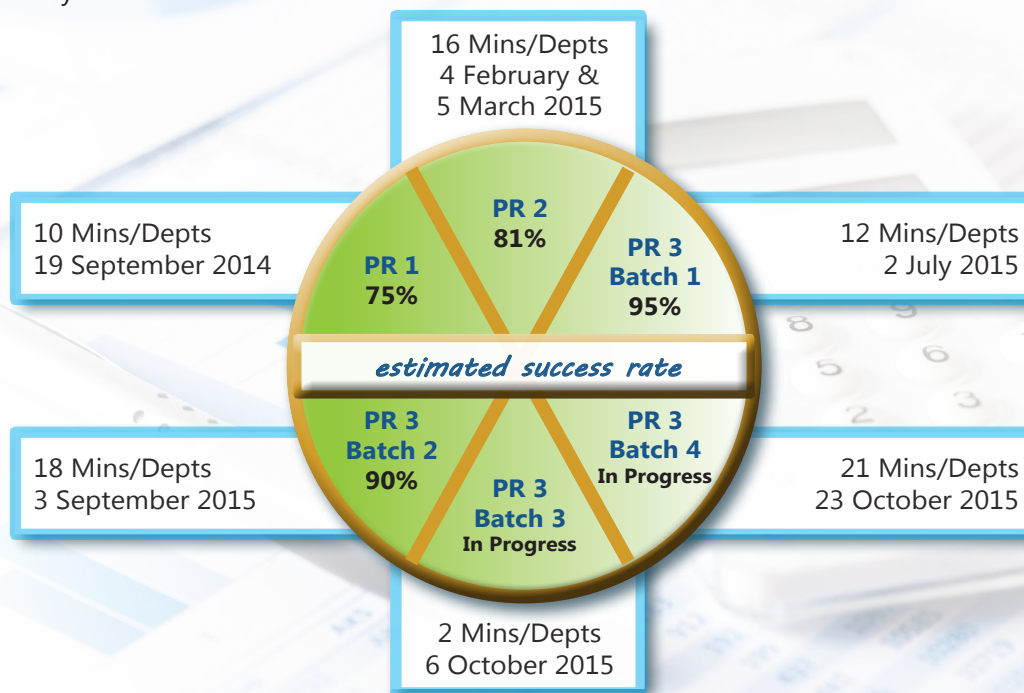
The QA team expresses its appreciation to ERT for its warm welcome & arrangements made to facilitate the QA exercise.

2.3. PAYROLL

2.3.1. PAYROLL RUN (PR)

HRMIS & CISD payrolls for sampled employees are reconciled during the payroll run (PR) exercises, whereby inconsistencies identified are corrected.

Six successful payroll runs **PR1, PR2 & PR3 (4 batches)** have been already carried out. The estimated success rate for each PR is portrayed below.



Snapshots of Payroll Run 3 (Batch 2)

Demo of Payroll Run (Quick Pay)
by Mr. A. Jeewa, AMFO



Date	Activity	Officers involved
Explanatory Session for PR3 - Batch 4		
5 October 2015	Filling-in of Employee Payroll Details (EPD) Template	Finance Coordinators Schedule Officers for Payroll
<i>The HRMIS Core Team provided support to officers who were encountering difficulties to properly fill-in the EPD templates.</i>		
Debriefing sessions for PR3 with SIL & HRMIS Core Team		
26 October 2015	PR 3 - Batch 2 & Batch 3	HR Coordinators Finance Coordinators
28 October 2015	PR 3 - Batch 4	Schedule Officers for Payroll

2.4. PRESENTATION ON ORACLE HRMS

Presentation by Mr. R. Toerien, Team Leader, ECHEMA, Oracle South Africa

"A Day in the life of a Manager"- 20 October 2015

120 Participants (Officers in Charge of HR & Finance Sections of Mins/Depts)

Objective:

To illustrate the core functionalities of the Oracle HRMS modules (Human Resource, Performance Management, Payroll, ...)

How a computerised HR System streamlines & facilitates tasks to be undertaken

- A single efficient system catering for multiple tasks

Views of Participants:

Some officers expressed their appreciation towards the presentation and voiced out their impatience to use the HRMIS as soon as possible.

More emphasis should have been on the HRMIS application so as to learn more about the HRMIS which will be used by Public Officers.

An enriching learning experience...

Snapshots of the Presentation...

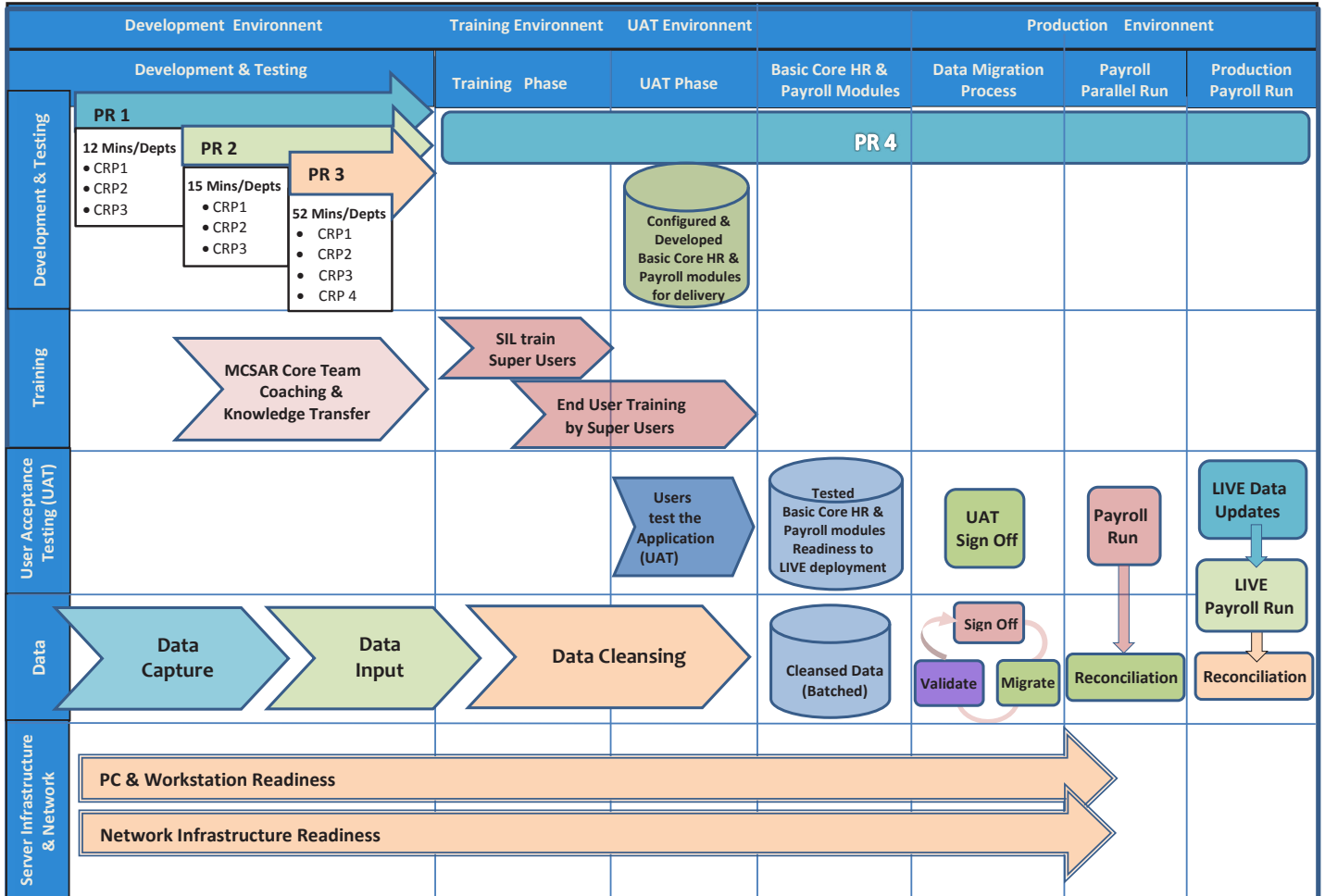


2.5. IT INFRASTRUCTURE

Slowness in accessing the DCA & Validation application has been reported by M/Education and HR, TE & SR (Zone 3, Rose Belle), M/Financial Services, GG & IR (Ebène), Forensic Science Laboratory (Réduit) and Central Procurement Board (Rose Hill). The Project Manager, CIB is taking necessary action.

2.6. PR4 – APPROACH TO “LIVE DEPLOYMENT”

A comprehensive set of activities involved for PR4



As depicted, PR 4 will comprise a series of activities, among which the main ones will be **mapping of payroll elements, training, User Acceptance Test, Payroll Run & Reconciliation of Payroll Runs.**

Sensitisation on PR4		
Date	Officers concerned	21 Pioneer Mins/Depts
5 October 2015	Officers in Charge of HR & Finance Divisions HR Coordinators Finance Coordinators Schedule Officers for Payroll	M/Civil Service & AR, M/Social Integration & EE, M/Tourism & EC (Head Office & External Communications Div), M/Housing & Lands, M/Business, E & C (Business Enterprise Div), M/Environment, NEC & BA, M/Industry, C & CP (Industry Div), M/Foreign Affairs, RI & IT (International Trade Div), Office of the DPP, Attorney-General's Office, Office of the Vice President, Electoral Commissioner's Office, Civil Status Division, Employment Relations Tribunal, Public & Disciplined Forces Service Commission Tribunal, Local Government Service Commission, National Assembly, The Treasury, National Audit Office, Statistics Mauritius, Registrar General's Department

3. HRMIS COACHING SESSIONS

Sessions held @ date 10

Topics covered People & Assignment Screens
Definition of Job, Organisation, Grade, Key flex fields
Understanding of major concepts such as:
"effective date", "Correction" & "Amendment", "Value set", "Global values", "Balance", "Fast formulae"
Understanding and hands-on practice on payroll & payroll elements
Data capture from HR, Finance & Employee Payroll Details Templates
Carrying out of quick pay (payroll run for 1 employee), payroll reconciliation
Going to error messages, investigating same and taking corrective action (roll back payroll)

Benefits Increased capacity building, knowledge, and self-confidence of the HRMIS Core Team
More active and informed participation of the HRMIS Core Team in the design of the payroll module

4. UPCOMING MAJOR EVENTS

2015

- [1] **October - December:** Conduct of Quality Assurance exercise upon receipt of Validation Certificates
- [2] **November - December:** Payroll Run 4
Data Migration
Training of officers of the 21 pioneer Mins/Depts
How to use the HRMIS Basic Core HR & Payroll modules in a test environment from their workplaces.

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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