



HRMIS *Where are we ???*

Human Resource Management Information System (HRMIS)

Newsletter Issue No. 11 - March 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.

The HRMIS Project will, in the days to come, go through the User Acceptance Test (UAT) stage, which is another major step towards the operationalisation of the Payroll Module. All Ministries/ Departments will, accordingly, be called upon to carry out relevant tests so as to verify whether the system responds to the agreed requirements, i.e. the business rules governing payments to and deductions from salaries of public officers. The test results will help to further refine the system, where necessary, and to subsequently proceed to the next Phase of the project.

In view of the need for the UAT to be carried out in the best conditions, appropriate training will be conducted by MCSAR for all officers designated to act as Testers. A complete process has accordingly been defined to enable the Testers to execute and document the tests along with the results. The tasks will, indeed, be very challenging for all of them. We, however expect the same enthusiasm, commitment and unflinching support as were displayed while carrying out equally challenging tasks such as data capture/input/cleansing/maintenance, streamlining of payroll elements, payroll runs, etc. under difficult conditions.

We are at the crossroad of a paradigm shift on the way HR and Payroll functions are being carried out in the public service. Therefore, let us not waver at any junction along the path and continue on our journey with the same determination.

The HRMIS Core Team

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
Data Capture	Personal Files (PF) → Data Capture Forms (DCF)	99.51%	53 397
Data Input	Data Capture Forms (DCF) → Data Cleansing Application (DCA)	99.15%	53 202
Data Cleansing (Validation)	Eliminating <i>duplicate, incomplete & inaccurate</i> data from existing temporary database for uploading <i>correct, accurate</i> and <i>reliable</i> data in the HRMIS.	67.72%	36 336

2.1.1 STATUS OF DATA CLEANSING

100%	Ready for Data Migration	
	<ul style="list-style-type: none"> Quality assurance exercise already conducted 2nd Data Cleansing Validation Certificate already submitted to MCSAR 	
	<ol style="list-style-type: none"> Statistics Mauritius Office of the DPP Government Information Service Pay Research Bureau Office of the President Public Bodies Appeal Tribunal Valuation and Real Estate Consultancy Services Land Transport Division National Archives Prime Minister's Office (+ Rodrigues Division) M/Finance & ED 	<ol style="list-style-type: none"> Attorney-General's Office Civil Status Division Electoral Commissioner's Office M/Tourism & EC External Communications Division M/Social Integration & EE Business & Enterprise Division Employment Relations Tribunal National Assembly International Trade Division Commerce & CP Division M/Environment, SD & D & BM M/Local Government
	<ul style="list-style-type: none"> Quality assurance exercise already conducted 2nd Data Cleansing Validation Certificate to be submitted 	
	<ol style="list-style-type: none"> M/Financial Services, GG & IR M/Housing & Lands Central Procurement Board The Treasury Forensic Science Laboratory Civil Aviation Department Employment & Training Division Industry Division National Transport Authority Energy Services Division 	<ol style="list-style-type: none"> Public Service Commission & DFSC Local Government Service Commission Ombudsman's Office Ombudsperson for Children's Office National Audit Office Office of the Vice President Registrar General's Department Government Printing Water Resources Unit
	Forthcoming Quality assurance exercises	
<ol style="list-style-type: none"> M/Civil Service & AR M/Arts & Culture M/Ocean Economy, MR, F, S & OI M/Gender Equality, CD & FW M/Technology, C& I Meteorological Services 	<ol style="list-style-type: none"> Public Infrastructure Division Cooperatives Division Mauritius Fire & Rescue Service Labour Division M/Health & QL (Head Quarters) 	
91% - 99%	<ol style="list-style-type: none"> M/Agro Industry & FS M/Social Security, NS & RI Central Information Systems Division National Development Unit 	<ol style="list-style-type: none"> The Judiciary Police Department Prisons Department
81% - 90%	<ol style="list-style-type: none"> M/Energy & PU Foreign Affairs Division M/Education and HR, TE & SR (Head Quarters) 	
65% - 80%	Corporate & Business Registration Department	
50% - 64%	<ol style="list-style-type: none"> M/Youth & Sports M/Health & QL (Flacq Hospital) 	
Below 50%	M/Education & Human Resources, TE & SR Zone 1 (14.97%) Zone 2 (33.89%) Zone 3 (38.83%) Zone 4 (17.05%)	M/Health & QL <ol style="list-style-type: none"> Dr. Jeetoo Hospital (7.19%) SSRN Hospital (29.05%) J. Nehru Hospital (17.13%) Victoria Hospital (1.91%)

3. INDEPENDENT QUALITY ASSURANCE ON DATA CLEANSING

The Quality Assurance (QA) is an ongoing exercise being carried out by the HRMIS QA Teams after receiving duly signed Data Cleansing Validation Certificate from Ministries/Departments.

The exercise helps to identify discrepancies pertaining to critical data based on a sample of employees. Ministries/Departments are then requested to do the necessary amendments for the whole manpower and submit a fresh Data Cleansing Validation Certificate.

The ultimate aim of the QA exercise is to ensure that data is **updated, complete, correct, accurate** and **consistent**.

43 Quality Assurance exercises have been carried as at 22 March 2016.

Quality Assurance exercises performed in March 2016.

- | | |
|-------------------------|---------------------------------------|
| 1. PSC | 6. M/Gender Equality, CD & FW |
| 2. LGSC | 7. Government Printing |
| 3. M/Local Government | 8. Ombudsperson for Children's Office |
| 4. M/Housing & Lands | 9. Central Procurement Board |
| 5. Water Resources Unit | 10. M/Financial Services, GG & IR |

Some Snapshots of Quality Assurance exercises



More pictures can be viewed under the MCSAR's website (HRMIS corner)

Data Maintenance is a MUST

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

4. PAYROLL RUN 4 (PR4) - USER ACCEPTANCE TEST PHASE

Ministries/Departments have been informed about the User Acceptance Test (UAT) in MCSAR Circular issued on 24 March 2016.

Aim of UAT

To ascertain that the System responds to the User Requirements as agreed initially, i.e., whether the business rules governing payments to and deductions from salaries of public officers have been correctly configured.

New Responsibilities involved:

❖ **Testers**

Officers of the HR and Finance Sections who would be called upon to carry out several systematic tests. Testers will be trained to how carry out the UAT.

❖ **Qualities of Testers**

- ✓ Knowledge of business rules
- ✓ Full-time availability (short notice) to undergo training and carry out UAT
- ✓ Realistic expectations (not expecting 100% success rate of test results)
- ✓ Thinking process wise (Input → Process → Output; instead of HR & Finance only)
- ✓ Inquisitive Nature (willing to explore the system and look for explanations for unsuccessful tests results)
- ✓ Show much enthusiasm, commitment and dedication.

4.1. EXPLANATORY SESSIONS ON USER ACCEPTANCE TEST

Purpose	To sensitise participants on: <ul style="list-style-type: none">• scope and objectives of User Acceptance Test• the qualities and roles of Testers• preparing for an effective UAT (how to carry out sampling of employees, the criteria for selection, collection of HR, Finance and Payroll details)
Duration	4 half-day sessions: 28 March, 30 March, 31 March, 1 April 2016
Venue	Municipal Council of Port Louis

Some Snapshots of the Explanatory Sessions on User Acceptance Test



5. UPCOMING MAJOR EVENTS - 2016

April-August

- **Training on Basic Core HR & Payroll modules**
 - ✓ Training of Trainers by SIL
 - ✓ Training of Champions (HR & Finance Coordinators) by MCSAR Trainers
 - ✓ Training of Users by MCSAR Trainers
- **Quality Assurance exercise (ongoing)**
- **Preparation of test Cases & test Scenarios for User Acceptance Test**
- **User Acceptance Test**
- **Running of Basic Core HR & Payroll in “soft-go live” environment**
- **Parallel Runs of Payroll**

6. 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.

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