



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

01 April 2019

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 19 of 2019
E/70/51/03/05

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

Implementation of HRMIS Project
Parallel Run for Basic HR and Payroll Modules: Verification of Data

Further to this Ministry's Circular Letter No. 5 of 28 January 2019, we are pleased to report that the Parallel Run exercise for the HRMIS Basic HR and Payroll Modules is proceeding in all Ministries/Departments, albeit at different pace. The exercise is being constantly monitored by both the HRMIS Unit and the MOFED Team to ensure that the target date of June 2019 is successfully met.

2. As is the practice at present, the responsibility for the processing of payroll is vested in individual Ministries/Departments and the Government Central Payroll Processing which includes the payment of emoluments to employees rests on the Treasury.

3. In the wake of the User Acceptance Test of the HRMIS Central Payroll Processing conducted by the Treasury, a series of shortcomings relating to incomplete and incorrect employee data in Ministries/Departments have been identified. These shortcomings have to be imperatively addressed in order not to hamper the Central Payroll Processing in the HRMIS. **In this regard, the**

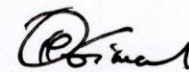
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Treasury has recommended that Users in Ministries/Departments should invariably proceed with a complete verification of all the payroll-related data as set out in Annex A. The verification of the relevant data is critical for ensuring the successful payroll runs at the level of Ministries/Departments as well as centrally, at the Treasury. After verification, and correction if any, of the data, Ministries/Departments will have to submit a "Certificate of Data Completeness", duly signed by the Officers-in-Charge of HR and Finance, as per the format at Annex B, to the Treasury to enable the latter to carry out the HRMIS Central Payroll Processing for the month of July 2018. A fresh "Certificate of Data Completeness" will have to be forwarded to HRMIS Payroll Unit, Treasury, each subsequent month during the Parallel Run exercise.

4. Furthermore, Users in Ministries/Departments are required to carry out without fail a full and thorough reconciliation of the HRMIS payslips against the CISD payslips for the month of July 2018, in the first instance, and take prompt action to address all the discrepancies before proceeding with the payroll run for August 2018 and subsequent months. In any event, the Payroll Run for July 2018 with all the corrections of data and other discrepancies should be completed by **22 April 2019**.

5. I should be grateful if you would bring the contents of this Circular Letter to the attention of all Officers-in-Charge of the HR and Finance Sections in your respective Ministries/Departments for dissemination to all HRMIS Users for guidance and strict compliance therewith.

6. I rely on your continued support and collaboration.



J. M. Simonet

Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service

Data completeness checklist

Sn	Subject	Requirements	Responsibility
1	Grade Step - Salary Point HRMIS PATH: (HRUSER → Fastpath → Grade Step)	All employees of an organisation should have a salary point i.r.o Salary code and Job.	HRMIS HR Users
2	Assignment PATH:(HRUSER → Fastpath → Assignment)	Each employee should have a valid salary basis. No payroll should be attached to Secondary Assignment, if the latter exists.	
3	Payroll PATH:(HRUSER → Fastpath → Assignment)	All employees should have "Republic of Mauritius" in the Payroll Field in the Assignment Screen.	
4	Employee Validation	All employees should be validated prior to Central Payroll Run	HRMIS HR Supervisor
5	New Payscale and Payroll Groups PATH: (HRMIS FINANCE USER → PERSON EXTRA INFORMATION → FIND PERSON → PAYSITE DETAILS)	(a) (i) All employees are attached to a paysite and payroll group (ii) Correctness of paysite and payroll group (b) New employees or transfer of employees - the paysites and payroll group should be updated accordingly.	HRMIS Finance Users
6	Pay Method - Bank Details PATH: (HRMIS FINANCE USER → PAY METHOD)	(i) All employees should have a pay method i.e banking details. (ii) Change in bank details - necessary updates should be made in pay method using the 1st day of current month. The previous bank details should be end dated as at last day of previous month.	
7	Costing Details: (i) Assignment Level PATH: (HRMIS FINANCE USER → COSTING) (ii) Element Entry Level PATH: (HRMIS FINANCE USER → ENTRIES)	(i) All employees should have appropriate costing details (Min/Cost Centre, Vote/SubHead, ID, Activity/Project). (ii) New or transfer of employees - costing details of the employee should be inserted/updated as above, using the correct effective date i.e wef start of payroll month in which the employee is being paid by the Min/Dept where the employee has been transferred. (i) Costing details i.r.o deduction elements (Advances, Revenue-Non Deposits, Deposits, Expenditure Credit, Arrears Generic Deductions) and Arrears Generic Earnings at element entry level in relevant segments. (ii) New or transfer of employees - costing details of above elements should be inserted/updated accordingly wef start of payroll month in which the employee is being paid by the Min/Dept where the employee has been transferred.	
8	Departmental Warrant	Costing details of Payment Elements should be inserted as per Departmental Warrant.	
9	Bulk Uploading (Mutual Aid, Electoral Fees, Survey Fees)	After central uploading, the elements with their costing details should be verified in element entries. For Electoral and Survey Fees - verify against Departmental Warrant. For Mutual aid - verify against check-off list sent by Mutual Aid to Mins/Dept.	
10	Quick Pay	Quick Pays should be deleted as soon as verifications have been completed to enable Payroll Run by Organisation.	

Sn	Subject	Requirements	Responsibility
11	Assignment Set (Major Payroll / Minor Payroll / Manual Paysheet)	(i) List of employees who were not paid salaries in HRMIS for a particular month from Aug 18 onwards. (ii) List of employees who were paid by manual paysheet in a particular month from Aug 18 onwards. (Further communication will be issued regarding (i) & (ii) above)	HRMIS Finance Users
12	Roll back run by Organisation	Min/Dept should roll back their payroll prior to cut off date central processing.	

NOTE 1 : Updated List of Employees' Costing Details will be forwarded to Mins/Depts for verification.

NOTE 2 : The appropriate effective date should be updated w.r.t all above changes.

NOTE 3 : All Ministries/Departments should submit duly signed certificate as at Annex II prior to Central Payroll processing at Treasury.

TREASURY

CERTIFICATE OF DATA COMPLETENESS

This is to certify that all existing employee data have been verified and are correct and complete as per the Data Completeness checklist at Annex A of Ministry of Civil Service and Administrative Reforms Circular Letter No. 19 of 2019, prior to the Central Payroll Processing by the Treasury.

MINISTRY/DEPARTMENT

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HR SECTION (Officer in Charge)

Name:

Designation:

Signature:

Contact No:

Date:

FINANCE SECTION (Officer in Charge)

Name:

Designation:

Signature:

Contact No:

Date: