



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

15 July 2015

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 20 of 2015
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

Implementation of HRMIS Project - Performance Management

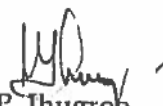
The Human Resource Management Information System (HRMIS), which is a major reform programme for the Civil Service, has reached a crucial stage of its implementation. The focus is now on making the Payroll and the Core Human Resource (HR) Modules functional by the end of this year. As such, it is planned for the Payroll Module to be made available for testing purposes in all Ministries/Departments as from October 2015 and for the Core HR Module to be piloted as from November 2015 in some 10 Ministries/Departments. Thereafter, the new Payroll system would go live in early 2016 and the HR Module would be made functional in a phased manner.

2. Attainment of the above objectives is highly dependent on the sustained efforts of all officers who are directly or indirectly involved in the HRMIS Project. In this respect, officers of the Human Resource (HR) and Financial Operations Cadres, as main users of this system, have a crucial role in ensuring the successful implementation of the project. It is worth pointing out that this Ministry has, so far, carried out several working sessions during which emphasis was laid on the level of responsibility required on the part of officers of the HR and Financial Operations Cadres. Moreover, other training sessions on the use of the HRMIS are also planned in the coming months.

3. In light of the above, it has been decided that, with the start of the new Performance Management Cycle as from 01 July 2015, which has been aligned with the financial year (July - June), implementation of the HRMIS should constitute a core duty, and as such, a Key Result Area (KRA) in the workplan of all officers of the HR Cadre and that of their respective support staff. Furthermore, in consultation with the Financial Secretary, it has also been decided that the implementation of the Payroll Module under HRMIS, should constitute a Key Result Area (KRA) in the workplan of officers of the Financial Operations Cadre and their support staff involved in the preparation of the Payroll. For the sake of convenience, some examples of Key Tasks and related Performance Standards under the new KRA are proposed at Annex for guidance of all officers of the HR and Financial Operations Cadres and may be customised according to work situations and levels of responsibility.

4. Supervising Officers are requested to arrange for the above instructions to be conveyed to all officers working in HR and Finance Divisions and ensure that they are strictly complied with.

5. We rely on your understanding and cooperation for moving ahead with the HRMIS.


P. Jhugroo
Senior Chief Executive

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

Template of work plan regarding HRMIS for officers of the HR Cadre

(To select as appropriate)

KEY RESULT AREA	KEY TASKS *	PERFORMANCE STANDARDS
A. Implementation of HRMIS	1. Take ownership of the HRMIS project, drive its implementation and ensure the HR Module is functional	(i) Display a good knowledge of all aspects of the project and adopt a proactive approach for its successful implementation within the timeframe set (ii) Be able to report accurately and comprehensively on the different phases of project implementation
	2. Validate data capture/input	(i) Validated data and input are completed as per time frame set by MCSAR (ii) Validated data are accurate (iii) Procedures as specified in guidelines on HRMIS are strictly adhered to (including accessibility to Data Cleansing Application)
	3. Arrange for necessary equipment and connectivity	Any shortcomings related to the right number of PCs, internet facilities with adequate speed, etc are promptly flagged to management for corrective actions
	4. Report problems encountered	Any problem identified is immediately reported to the HRMIS Unit (MCSAR)

KEY RESULT AREA	KEY TASKS *	PERFORMANCE STANDARDS
	5. Prepare and submit reports	(i) For data capture and input on a weekly basis (ii) For others, within the time frame set by MCSAR (iii) Reports are concise and contain accurate information
	6. Participate in working sessions/meetings	(i) Appropriate staff attend working sessions/ meetings (ii) Information communicated is accurate and decisions taken /instructions are properly disseminated to all concerned (iii) Follow-up action is taken promptly
	7. Provide on-the-job training to subordinates	All staff in the HR Division have adequate practical training to properly use the system within time frame set by MCSAR
	8. Maintain control on the use of the System	Strict control of the System so that unauthorized persons do not have access thereto
	9. Supervise the work of Interns	(i) Work of interns is in line with guidelines on HRMIS (ii) Fair distribution of workload
	10. Reply to queries	Reply contains reliable information and is submitted within timeline set

KEY RESULT AREA	KEY TASKS *	PERFORMANCE STANDARDS
	<p>11. Maintain database</p> <p>12. Provide data of sample employees for payroll runs</p> <p>13. Participate in User Acceptance Testing</p> <p>14. Make arrangements for handing/taking over in case of changes in posting of schedule officer</p>	<p>(i) Database is always updated (Data Capture Forms (DCF), Data Cleansing Application (DCA))</p> <p>(ii) Is accessible and available at all times</p> <p>(iii) A secure environment is maintained</p> <p>(iv) Procedures i.r.o security and storage of Data Capture Forms are strictly adhered to</p> <p>(i) Samples are accurate and contain all information</p> <p>(ii) Data is submitted as per time frame</p> <p>(i) Scenarios reflect specificities of the organization</p> <p>(ii) Prompt feedback is provided, proposals submitted are constructive and is able to interact actively</p> <p>(iii) Potential problems are reported immediately to MCSAR</p> <p>Handing/taking over is done promptly and properly</p>

* Key Tasks 1 to 8 mainly applicable to Supervisory Grades in HR Cadre

**Template of workplan regarding HRMIS for officers of the Financial Operations Cadre
(To select as appropriate)**

KEY RESULT AREA	KEY TASKS	PERFORMANCE STANDARDS
A.Implementation of HRMIS	1.Fill in templates for Payroll Runs (P.R 2,3,4)	(i) Data / information on templates are accurate complete and reliable (ii) Appropriate business rules (relating to finance) are well defined (iii) The template duly filled in are submitted to the HRMIS Unit within time frame set by MCSAR
	2. Reconcile payroll reports of HRMIS with CISD Payrolls	(i) All transactions/elements and amounts appearing on the payroll reports of the HRMIS are correct (ii) The business rules are correctly configured in the System (iii) All discrepancies identified are promptly, reported or submitted within time frame set by MCSAR through the HRMIS Unit to SIL for appropriate action
	3. Participate in User Acceptance Testing	Prompt feedback and constructive proposals during the UAT phase
	4. Create/maintain and update data input	Data input should always be accurate, updated and accessible
	5.Provide on-the-job training to subordinates	All staff in the Finance Section have adequate practical training to properly use the system

KEY RESULT AREA	KEY TASKS	PERFORMANCE STANDARDS
	6. Make arrangements for handing/taking over in case of changes in posting of schedule officer	Handing/taking over is done promptly and properly