



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

Circular Letter No. 35 of 2015

15 October 2015

E/70/51/03/68

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

HRMIS Project
Quality Assurance - Data Cleansing Exercise

Please refer to this Ministry's Circular Letter No. 18 of 2015, wherein Ministries/Departments were requested to carry out data cleansing, so that complete and accurate data on public officers are ready prior to its migration into the HRMIS.

2. Given that the backbone of the HRMIS will be the reliability of its database, it has been decided that the HRMIS Unit of this Ministry will undertake an independent Quality Assurance exercise with a view to ascertaining that data cleansing at the level of Ministries/Departments has been carried out systematically and as per instructions. The main purpose of this exercise is to avoid the risk of migrating inaccurate and incorrect data into the system. The modalities for conducting the Quality Assurance exercise are set out at Annex.
3. Notwithstanding the undertaking of the Quality Assurance exercise, it is again emphasised that Ministries/Departments will have to assume full responsibility for the quality of data of their employees to be input in the system. It is, therefore, highly advisable for Ministries/Departments to set up an internal quality control mechanism for continuously maintaining data integrity so as to ensure sustainability of the HRMIS as a reliable system.
4. Supervising Officers are kindly invited to ensure that necessary actions are taken by their respective HR Divisions to catch up any accrued delays for the timely completion of the data cleansing exercise, the moreso, as the development of the Payroll and Basic Core HR Modules are in the process of completion.
5. For any clarification or additional information on the Quality Assurance exercise, officers of the HRMIS Unit may be contacted on 405 5770-73.
6. We rely on your full support for promoting a quality culture in the implementation of the HRMIS Project.

Senior Chief Executive

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

HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM

Modalities for conducting the Quality Assurance Exercise

1. Scope of the exercise

"To ascertain whether the data cleansing exercise has been carried out effectively by all Ministries/Departments, i.e. critical data pertaining to their respective employees are updated, complete, correct, accurate and consistent in the Data Cleansing Application."

2. Methodology

The exercise would –

- be carried out on receipt of the duly signed Data Cleansing Validation Certificate;
- cover a sample of employees representing, as far as possible, all the grades on the payroll/establishment of the Ministry/Department. Where the number of employees would be quite low, *e.g. in the case of small organisations, the exercise may cover all employees;*
- be performed by officers of the HRMIS Unit of this Ministry, in the presence of a senior officer belonging to the HR Cadre of the organisation being visited;
- be conducted using a two-step approach whereby critical data having the highest implication on payroll would be verified as indicated hereunder:
 - (i) data input in the Data Cleansing Application (DCA) against the Personal File (PF) of sampled employees; and
 - (ii) in case of discrepancies, data captured in the Data Capture Form (DCF) of sampled employees.

Should the need arise, *e.g.* where the number of errors detected would be on the high side, the exercise may cover other data as well.

3. Access to Database

The QA Team would be provided with temporary logins to be able to access the database of the Ministry/Department concerned. Such access, would however, be limited to "Query" only, which would be disabled immediately after completion of the exercise.

4. Reporting of Discrepancies

The QA Teams would record their findings in a Template and same would have to be endorsed by the O/C of HR of the Ministry/Department concerned. The onus for taking corrective measures, in case of discrepancies, would rest on the O/C HR of that Ministry/Department. Fresh Data Cleansing Validation Certificate would thereafter have to be submitted to this Ministry within a given timeframe.

5. Migration of data to HRMIS

Data would be migrated to the HRMIS only upon receipt of duly signed Fresh Data Cleansing Validation Certificate, where applicable.