



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

10 June 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 23 of 2016
E/70/51/53/75

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

To: Supervising Officers in charge of Ministries/Departments

Human Resource Management Information System Project - User Acceptance Test

In this Ministry's Circular Letter No. 11 of 24 March 2016, we emphasized on the importance of the User Acceptance Test (UAT) and the involvement of officers concerned for the successful implementation of the Payroll Module of the HRMIS.

2. We now wish to inform you that all necessary arrangements have been made for the UAT to be carried out between July to October 2016. In this connection, officers designated to carry out the tests (Testers) from all Ministries/Departments will be called upon to participate in different working/training sessions in the coming weeks, the exact dates of which will be communicated soon. In view of the large number of Testers involved, the training sessions as well as the UAT will be carried out in batches and at four different sites, namely at the Registrar-General's Department, the Central Information Systems Division and at this Ministry (2 sites).

3. To ensure the success of the UAT, the following conditions have been laid:
- (a) Testers will be required to devote sufficient time to read through the training materials prepared for the purpose of the UAT;
 - (b) The UAT will be carried out on the basis of Payrolls for the months of December 2015 as well as January and February 2016, comprising two cycles for every month;
 - (c) The number of Testers representing each Ministry/Department will be determined by this Ministry according to the sample size of officers identified for the UAT;

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- (d) The Testers already trained would have to be available for the duration of the UAT period. Any request for their replacement will not be entertained;
 - (e) Officers-in-Charge of HR and Finance Divisions who are not Testers, will have to be available for consultation on specific conditions of service (business rules) in respect of their organisations;
 - (f) Both training and UAT will be carried out in accordance with a planned schedule that would be communicated to all Testers and Officers-in-Charge of HR and Finance Divisions in due course. All Testers should be released accordingly; and
 - (g) Reports on the UAT will have to be collected on the same day tests will be carried out. Furthermore, Testers will be required to "sign-off" on completion of the UAT.
4. Supervising Officers are kindly requested to inform all officers concerned on the contents of this Circular Letter and ensure that they comply with the conditions set out above.
5. We rely on your usual collaboration.



R. Jhugro
Senior Chief Executive

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