



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

01 September 2017

Ministry of Civil Service and Administrative Reforms

Circular Letter No.63 of 2017

E/70/51/03/78

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

To: Supervising Officers in charge of Ministries/Departments

Application for Access Rights to HRMIS Live Instance

Please refer to this Ministry's Circular Letters No. 65 of 2013 dated 24 September 2013 and No. 3 of 2014 dated 6 January 2014, on the above subject.

2. It is pleasant for me to announce that the implementation of the project has now reached an advanced stage and the Team assigned thereto is currently finalising the system configuration based on the recommendations contained in the Pay Research Bureau Report of 2016.
3. Following submission of Data Cleansing Validation Certificate wherein Supervising Officers were required to certify data pertaining to all staff/employees in their respective Ministries/Departments, you may wish to note that your Ministry/Department is now fully qualified for Data Migration exercise. In this regard, the State Informatics Ltd, the Contractor for the project, has already been authorised to proceed with the migration of these data from the Data Cleansing Application onto the HRMIS Live Instance.
4. It should be pointed out that all the nominated officers of your Ministry/Department have already been provided with the appropriate training on the operation of the Basic Human Resource Module and Self-Service Module (view mode only) and equipped with the necessary knowledge and skills to successfully evolve data of employees in the system once the HRMIS Live Instance would be made accessible.
5. This Ministry would like to stress again that correct employee data is the "lifeblood" of the success of HRMIS as all the five modules, namely the Core Human Resource, Payroll, Performance Management, Learning Management and the Self-Service, will be linked through one central employee database. This is why we have been, all the time, emphasising the importance of data quality which is a pre-requisite for a reliable database in HRMIS. In order to ensure the correctness and reliability of data, without for that matter, overlooking the security aspects, effective control mechanisms have been put in place and one of them is the definition of "Roles and Responsibilities" for officers who would be called upon to use the system.

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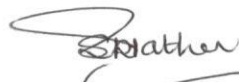
6. Prior to access being given to HRMIS Live Instance, it is imperative that the right officers are given the relevant access rights at appropriate levels to use the HRMIS effectively and in line with the established security norms. In this connexion, the roles and responsibilities of the different levels of users, especially for officers of the Human Resource Divisions, have been defined and are set out in **Annex A**.

7. As you are aware, in accordance with the "Data Governance Framework", which is available on this Ministry's Website for consultation, Supervising Officers of Ministries/Departments have been identified as "Data Controllers" and form part of the "Data Stakeholders".

8. With a view to enabling this Ministry to proceed with the grant of appropriate access rights to users of the Basic Human Resource module, you are requested to indicate the role allocation of officers in the Human Resource Divisions of your Ministry/Department as per the template at **Annex B**, which should be signed by Officers-in-Charge of Human Resource Divisions and approved in person by all Supervising Officers and subsequently forwarded to the HRMIS Unit in hard copy as well as in soft copy to (hrmisunit@gmail.com) **by Friday 08 September 2017 at latest**.

9. Should you require any clarifications, you may contact the HRMIS Unit of this Ministry on the telephone no. 405 4100.

10. I thank you for your collaboration and support.



S. K. Pather
Senior Chief Executive

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

ANNEX A

ROLE	RESPONSIBILITIES	REMARKS
HR USER	“Read” and “Write”	<p>Will have limited access on database and functions depending on allocation of work in the Ministry/Department and work structure.</p> <p>The number of Users will vary from organization to organisation depending on load of work and size of organisation.</p>
HR EXAMINER	“Read” and “Write”	<p>- In case of large organisations, where three levels are needed depending on the work structure. Will have limited access on database and functions depending on allocation of work in the Ministry/Department.</p> <p>- Can correct errors made by HR Users.</p>
HR SUPERVISOR	“Read” and “Validate”	<p>Will have access to whole database of the organisation. In small organisations, there will be only two levels: HR User and HR Supervisor who has the role to validate inputs and changes to inputs done by HR Users. Ministry to decide who will assume the role of HR Supervisor: it can be HR Manager, AMHR or even HRE, depending on the work structure of the organisation . The number of HR Supervisors also will vary from organisation to organisation depending on load of work in the section and the size of the organisation.</p>
HR POSTING	Will be the only officer(s) who will have access to “Organisation” field in the Assignment Screen of System.	<p>Will be responsible for all changes in posting of employees from his/her Ministry/Department to another. Role can also be carried out by HR User or HR Examiner or HR Supervisor.</p>
HR SUPERUSER	Access to All – “Read” only	<p>In cases of very large organisations where there are Head Office and different Zones/Regions or in cases where there are two or more Departments falling under the umbrella of one Ministry and the HR Manager overseeing both or all Departments.</p> <p>There will be only one SuperUser who will have the role of “Read” only for all Departments under his/her purview.</p>

HRMIS							
Allocation of Roles & Responsibilities to Officers using the Basic HR Module							
Ministry/ Department/ Division		Responsibility	Surname	Other Name/s	NID	Designation	Government Email Address
SN	Role						
1	HR USER	<i>Read and Write</i>					
2	HR EXAMINER	<i>Read and Write</i>					
3	HR SUPERVISOR	<i>Read and Validate</i>					
4	HR POSTING	<i>Access to "Organisation" field in Assignment Screen</i>					
5	HR SUPERUSER	<i>"Read" only</i>					

Certified by Officer-In-Charge of HR Section		
Name	Designation	
Contact Details:	Phone No:	Email Address:
Date		Signature

Approved by Supervising Officer		
Name	Designation	
Date		Signature

*Note:

Separate templates to be submitted in terms of Ministries, Departments & Main Divisions