



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

Ministry of Civil Service and Administrative Reforms

5 February 2018

Circular Letter No. 11 of 2018

E/70/51/03/89

From: Secretary for Public Service

To: Supervising Officers In Charge of Ministries/Departments

HRMIS Project - Training on Basic HR and Payroll Modules

Please refer to this Ministry's Circular Letters No. 55 of 14 November 2016 and No. 79 of 25 October 2017.

2. A training programme on the implementation of the Basic HR Module for the HRMIS project was carried out as from November 2016 to enable Users to create and maintain the human resource database of their respective organisations. You were informed, among others, that training on the Payroll Module would be conducted as soon as the HRMIS would be configured according to the PRB 2016 business rules for eventual processing of Payroll in the HRMIS. Some 560 employees, comprising officers of the HR and Finance Cadres and supporting staff, have been successfully trained.

3. I am now pleased to inform my colleagues that the User Acceptance Testing (UAT) relating to the PRB Report 2016 business rules has already been completed. The next major activity in respect of the HRMIS Project is the parallel run, which will be conducted in all Ministries/Departments in a phased manner following the migration of Financial Data onto the HRMIS Live Instance by the State Informatics Ltd, as well as the verification of the data by Users. The parallel run will involve running the payroll of all employees in the HRMIS in parallel with the present CISD payroll system on a monthly basis. It is considered that the pool of officers who have been trained to manage and operate the HRMIS will not be sufficient to cope with a project of such magnitude.

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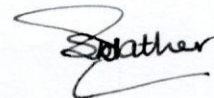
4. Accordingly, this Ministry is proposing to organize another round of training to ensure that each User Ministry/Department is sufficiently equipped with trained staff to facilitate the smooth implementation of the HRMIS. The programme will be conducted as follows:

- (a) a full day training on Payroll module **only** for those officers who have already followed the 7 half-day training on Basic HR Module; and
- (b) a full-fledged 9 half-day training on Basic HR and Payroll Module for those officers in the HR and Finance Cadres and supporting staff who have not followed any training so far and who would be using the HRMIS at different levels as part of their daily activities.

5. The above training programme is in line with the capacity building and capability development strategy of this Ministry for a modern, effective and transformed public service as outlined in our Circular Letter No. 4 of 22 January 2018. All participants will be provided with relevant training manuals which may be reproduced to provide on-the-job training to other officers in Ministries/Departments concerned. Also, it is imperative that officers nominated for the training are available for the whole duration of the programme.

6. Supervising Officers are requested to nominate officers to follow the training programme indicated at paragraphs 4 (a) and (b) above, in consultation with the Officers in Charge of HR and Finance Divisions. The list of nominated officers should be forwarded to the HRMIS Unit of this Ministry by **Friday 09 February 2018 at latest**.

7. I would appreciate it if you could bring the contents of this Circular Letter to the attention of the Officers in Charge of HR and Finance Divisions of your respective Ministry/Department. I make an appeal to all Supervising Officers to facilitate the release of the nominated officers, as appropriate.



S. K. Pather
Secretary for Public Service

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