FIJI CIVIL SERVICE

Human Resource Management Information System (HRMIS) Policy

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Contents

Human Resources Management Information System (HRMIS) Policy

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1 Introduction

1.1 The Human Resource Management Information System (HRMIS) provided by the Government is a critical tool for managing Human Resource information across all Government Ministries and Departments.

1.2 This policy mandates the adoption and use of HRMIS to ensure standardized, efficient, and secure human resource management practices. The HRMIS aims to centralize data, streamline operations, and support data-driven decision-making across the entire Civil Service.

1.3 As the whole of Government approach, this policy sets out overarching framework to enhance capacity to engage effectively in the digital framework and participation as part of implementation of the HRMIS system in the Civil Service.

2 Purpose

2.1 The purpose of this policy is to:

    (i) Support the Government's vision of a modern, digital government with streamlined and automated human resource processes.

    (ii) Optimal use of Government technical resource and investment, which contribute to improving efficiency and standardize human resource information management across all Government Ministries and departments, ensuring consistency in practices.

    (iii) Provide accurate and reliable human resource data to support data analytics and improve the quality of reports for decision-making across Civil Service.

    (iv) Enhance the efficiency and effectiveness of human resource management by integrating various human resource functions into a single platform, storage of records and reducing use of paper.

    (v) Improve transparency and accountability in human resources processes through a centralized system.

3 Scope

3.1 This policy applies to all Civil Servants across all Ministries and agencies who have access to HRMIS and its underlying applications.

3.2 This policy encompasses all human resources-related functions, including but not limited to employee records management, performance management, learning and development,

leave management, establishment management. It covers the roles and responsibilities of all HRMIS users, administrators within the Government. Each module will be made available and Ministries must comply with its adoption.

4 System Overview

4.1 The HRMIS is a comprehensive system designed to manage human resource-related tasks efficiently. It includes, but is not limited to, the following modules.

(i) **Employee Details:**

Stores detailed information about employees, including their names, contact information, qualifications, and employment history.

(ii) **Location Management:**

Maintains data about Ministry offices, including their names, addresses, and contact details.

(iii) **File Management:**

Manages personnel files, including the tracking of file movements across different ministries.

(iv) **Learning and Development:**

Tracks employee training courses, workshops, and other learning activities, helping to manage and plan learning and development.

(v) **Establishment Management:**

Manages information about posts, including salary grades, vacancy status, and other establishment details.

(vi) **Appointments and Placements:**

Records details of employee appointments and placements, linking them to respective establishment positions.

(vii) **Leave Management:**

Manages leave entitlements, applications, and authorizations, automating document management and reducing administrative burden.

(viii) **Performance Assessment:**

Stores performance assessment forms, supports goal setting, and facilitates feedback mechanisms to enhance employee performance.

(ix) **System Maintenance:**

Allows administrators to update drop-down list items and other fields within the HRMIS to ensure data accuracy and relevance.

5   Principles of HRMIS

5.1   The system follows the following principles:

(i)   **Data accuracy:** Facilitates improved decision-making through access to reliable human resource data entered the system

(ii)   **Comprehensive Functionality:** Meets the needs of the Government for human resource management and position budgeting.

(iii) **Policy Adherence:** Ensures that human resource policies are consistently applied across all Ministries.

(iv)   **Easy Access and Tracking:** Simplifies access to and tracking of employee information, enhancing human resource operations.

(v)   **Audit Control:** Provides mechanisms to ensure compliance with human resource policies, laws, and regulations.

(vi)   **Modern Technology:** Leverages up-to-date technology with regular upgrades and enhancements to maintain system efficiency.

(vii) **Self-Service Capabilities:** Offers employees self-service options, such as an online leave portal, to streamline transactions and improve user experience.

(viii) **Cost and Time Savings:** Reduces manual processes, resulting in significant time and cost savings for human resource departments.

6   Responsibilities

6.1   Ministries and Departments

(i)   **Adoption and Use**

Ensure the adoption and proper use of the HRMIS across all Ministries and Department. it is essential to acknowledge that each individual Ministry holds ownership of the data specific to their respective Ministry. As such, individual Ministry is responsible for the input, accuracy, and maintenance of their data within the system.

(ii)   **HRMIS Administrators**

Appoint dedicated HRMIS administrators to manage and oversee the system's use within their respective Ministries. Users are responsible for maintaining the confidentiality of their credentials and must not share these with others.

(iii) **Training and Proficiency**

Ensure that all administrator human resources are adequately trained and proficient in using the HRMIS.

(iv) **Data Review and Update**

Regularly review and update human resource data to maintain accuracy and completeness.

7 Applicability

7.1 The whole of government HRMIS applies to:

(i) Ensure comprehensive functionality that meets the diverse needs of the Fijian Government for human resource and position budgeting (P2P)

(ii) Align business processes with human resource policies, ensuring adherence across all Ministries and Departments.

(iii) Facilitate easy access to and tracking of employee information, enhancing human resource operations.

(iv) Ensure audit control and compliance with current and future human resource policies, laws, and regulations.

(v) Utilize modern technology managed and supported by the HRMIS support team, with regular upgrades and enhancements to maintain system efficiency.

(vi) Provide users with self-service capabilities, such as an online leave portal, to streamline transactions and improve user experience.

8 Data Protection and Security Oversight

8.1 The HRMIS uses a range of technical and procedural measures to protect the data within the system. These include encryption, access controls, and regular security audits

8.2 All HRMIS operations and data handling practices shall comply with the Fiji Government's data protection laws and regulations. The Ministry of Civil Service is committed to ensuring that the HRMIS adheres to these legal requirements to protect the personal information of all users.

8.3 Only authorized users have access to personal data within the system, and all data is handled in accordance with Section 24 of the 2013 Constitution of the Republic of Fiji Islands.

8.4 Users should report any suspected data breaches or security incidents to the Ministry of Civil Service as soon as possible. The Ministry will then investigate and take appropriate action.

9 Confidentiality

9.1 Users of the HRMIS are responsible for maintaining the confidentiality of all data accessed through the system. This data includes personal information about employee members, such as their name, contact information, and qualifications. It also includes sensitive information about the Ministry, such as its budget and establishment levels.

9.2 Users are prohibited from disclosing confidential data to unauthorized individuals or organizations. They are also prohibited from using confidential data for personal gain. Any breach of confidentiality may result in disciplinary action, up to and including termination of employment.

9.3 Users are also responsible for protecting the security of the HRMIS. This includes using strong passwords and not sharing their passwords with others. It also includes reporting any security vulnerabilities to the HRMIS administrator immediately.

9.4 By signing their appointment letters/contracts, all Civil Servants agree to maintain the confidentiality and secrecy of all information accessed in the course of their work in the Government. This includes information accessed through the HRMIS, as it is part of their roles. Civil Servants are expected to act accordingly and uphold this agreement at all times.

10 Governance

10.1 Ministries and Department across Government must comply with the adoption of HRMIS in their Ministry and govern with the principles of this policy.

11 Integration

11.1 The HRMIS integration with other Government systems will be planned out and implemented to a centralised platform.

11.2 Currently, the employee portal is provisioned to view and print payslips for all employees.

12 Data Synchronization and Security:

12.1 Regular audits and checks will be conducted to ensure that the integration functions effectively and in compliance with data protection regulations.

13 Update Procedures

13.1 Any updates to this policy will be communicated to all users by email and will also be posted on the HRMIS Bulletin on the home page or any other communication channel deemed appropriate.

14 Review Schedule

14.1 This policy shall be reviewed every 24 months and a report will be submitted to the Public Service Commission within one month of the conclusion of the review.

15 Endorsement By the Public Service Commission

Chairman, Public Service Commission

Date: _18 June, 2025_