

**PUBLIC SERVICE MINISTRY CIRCULAR/MEMORANDUM PS:16/0/23.**

From: Permanent Secretary,  
Public Service Ministry

SUBJECT  
Employees' Database Update 2001.

To: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers.

Date: 2001-10-17.

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Further to Public Service Ministry's Circular Memorandum No. PS: 16/0/23 dated 2001-05-02, I wish to inform you that this Ministry was able, with the assistance of all relevant staff in your organisation, to move the Inventory of Authorised Positions (IAP) from an office based structure to the new Programme based structure. This exercise was successfully completed in time for presentation of the National Budget for 2001.

2. This Ministry, with your assistance is striving to build an accurate database of current and past employees of the Public Service. It has become even more evident that up-to-date and accurately stored information can produce timely and accurate reporting to support a more knowledge-based approach to decision-making. It is with this aspect of the development of our database that we have to ensure that data being received and entered into the database is valid.

3. The attached worksheet was developed to capture all relevant information on each employee. Towards this end the following are attached: -

- (a) The Employee Database Update Worksheet that will be used by your Agency to correct information in the database of present and past Public Servants which is housed at Public Service Ministry.
- (b) The Event Code Listing, which explains the meaning of events codes.
- (c) The procedures to be used for updating the worksheet.
- (d) A proposed layout for staff lists that will better represent the status of employees with respect to their employment in the Public Service.

4. The worksheet will be used to update the central database with the status of current employees as well as the conditions under which past employees were separated from the Public Service. It will also be used to state the programme and activity to which an employee is attached to support the conversion of the staff list called *Inventory of Central Public Service (ICPS)* from an Office based structure to the new Programme based structure. This is a feature of our database that is now being implemented.

5. In order to achieve success towards this exercise you are asked to pay special attention to the following:

- Correct spelling of Employee's Last Name, First Name and Other Name
- The employee's important Dates: Birth Date, Join Date, First Appointment Date, Present Appointment Date, Pensionable Date, Separation Date.
- The employee's Appointment/Assignment Type and Date, i.e. the type of assignment and the effective date that resulted in the employee holding his/her current position.
- The employee's Current Status i.e. Permanent, Temporary (Temporary by PSC) Recruit (Temporary by Agency), Contract and whether they are re-employed.
- The circumstances under which the Employee was separated/transferred from your agency or the Public Service at large and the effective date of the separation/transferral (this aspect is necessary to support attrition reporting).

6. It is also important to note that the database at Public Service Ministry complements the database at the Ministry of Finance in that it provides information on the personnel aspect of employees records which are necessary for the integration of the two databases to provide a unified information system for Human Resource Management and Payroll processing. This integration will come on stream when the necessary funds are available to purchase the Human Resources module of the Payroll software currently used at the Ministry of Finance.

7. We are also in the process of developing a standard layout for the staff list that will support both Public Service Ministry and Ministry of Finance. Your comments and/or suggestions will be appreciated so that the adoption of the new layout can benefit central administration as well as at the agency level.

8. Heads are hereby informed that the Central Personnel Division will provide assistance to agencies to accelerate the process of understanding the proposed methodologies for the storage of employee information in our database. Therefore, any queries or clarification of issues should be directed to the Chief Personnel Officer, Public Service Ministry. Please ensure that worksheets are to be returned to this Ministry by November 15, 2001. The available information will be utilized to enhance the data entry process.

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**Dr. N. K. Gopaul**  
 Permanent Secretary,  
 Public Service Ministry.