Ministry of Health, Uganda

Integrated Human Resources Information System (iHRIS)

HRIS Frequently Asked Questions (FAQ)

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1. Who owns integrated Human Resource Uganda Information System (iHRIS)?
   HRIS is a system that is owned by the government of the Republic of Uganda.

2. Differences between IPPS and HRIS
   IPPS (Integrated Payroll and Personal System) is payroll system for the government of Uganda while HRIS is a day to day human resource management for the health workforce.

3. Why are we using both IPPS and HRIS to capture the same information on a Health worker?
   Currently, both systems are capturing information on health worker. However, with time IPPS will be exporting data on payroll to HRIS on a monthly and HRIS informing IPPS who has joined and who need to be added to the payroll.

4. Differences between HMIS and HRIS
   HRIS is an information management tool designed specifically for managing human resources in the sector while HMIS is an aggregate of all health management information systems within the health sector. HRIS is a sub system that contributes to HMIS like other sub systems e.g. LMIS, DHIS.

5. Differences between DHIS and HRIS
   DHIS is an information management tool designed specifically for aggregating patient records in the sector while HRIS is designed to manage human resources.

6. Differences between OPEN MRS and HRIS
   OPEN MRS is an information system designed specifically for health facility management while HRIS is designed to manage human resources.

7. How do I change someone's position information,
   a. If he/she has been transferred within the same organization?
      First create the new position in that facility where the person has been transferred to
      Click on Configure system → Click on Administer database→Click on position by facility→ Click on Add New Position→ Select the new job of the person→ If the position name is different from the job then change it → Select the facility of the person→Select the department of the person→ Click on confirm and save

      Second we search for the person and record the transfer
      Click on search records→Click on search people→Type the person's name and click search→ Click on the person's name in the report to open his/her page→Click on Position information on the left menu or scroll down to position information→Click on change position, →Select the new position→ Fill in the salary, Terms of employment and DSC minute if known→ Choose a reason for transfer→ Select what happens to the status of the current position →Click on confirm and save

   b. If he/she has left the organization's service?

Click on search records→Click on search people→Type the person's name and click search→ Click on the person's name in the report to open his/her page→Scroll down to position information → Click on record a departure, → Select what happens to the status of the current position → Fill in the end date→ Choose a reason for departure→Click on confirm and save.

8. How do I assign a position for a new person in the service?
First create the new position in that facility where the person has been posted
Click on Configure system → Click on Administer database→ Click on position by facility → Click on Add New Position→ Select the new job of the person → If the position name is different from the job then change it→Select the facility of the person→Select the department of the person→ Click on confirm and save

Second we search for the person to assign the position
Click on search records→Click on search people→Type the person's name and click search→ Click on the person's name in the report to open his/her page→Scroll down to position information - Click on record a departure → Select what happens to the status of the current position - Fill in the end date→Choose a reason for departure→Click on confirm and save

9. What happens to the old positions when people change, transfer or depart
There are three options that can happen to any position
Open - Meaning it's free, it's in the system and no one is occupying it
Closed - Meaning it's taken up by someone
Discontinued – Meaning it has been eliminated from the staffing norms/establishment.

When a position is left, by default the position become open, but one can decide to discontinue during the process when you are changing position. If it stays open then when a new employee comes into service we do not have to create it again.

To view open positions: Click on view reports→Click on position reports→ On the filters down select open and click on Apply limits.

10. How do I populate (add fields in) the drop down menus?
Click on Configure system→Click on Administer database (There is a list of all the fields in the drop down menus) - Click on the one you want to populate →Click on Add New …→Enter the required fields→Click on confirm and save

11. How do I add a new person in the system?
Click on Manage People→Click on Add Person→Fill in the first individual information→Click on confirm and save. Click on Add Demographic information which is tab→Fill in the required fields→Click on confirm and save. Before you click on set position make sure you first create it. After creating the position then assign it to the person. Then add all the necessary information on the person's page

12. Can the system work without internet?
Yes, the system can work without internet.

The system can run on a computer that is not connected to internet.
It can also be access from several offices within the building through the LAN with or without internet.
HRIS can also be accessed globally through the internet as while as send updates to the MOH server on a weekly basis

13. How is the system backed up and where is it done?
The system does an automatic backup on the local computer and sends a copy to the MOH server on a weekly basis.

14. How do I resize my photo?
Go to the folder where your photo is stored, right click on the photo, select resize image, choose the option of custom and enter the standard size of passport photo i.e. 200 (height) by 150 (width). Then proceed to update the photo section of person's information with the resized photo.

15. Deleting records
This function is currently reserved for advanced systems administrator and is subject to approval by PPO.

16. What to put in comments and notes sections
Any information deemed to be useful in relation to that section and is not captured by any of the field designed in HRIS.

17. Why do I continue to see a person in the system when I recorded a departure?
When you record a departure, the person's record is not permanently deleted from the database but is deactivated from the staff list. This simply means that the person's record is removed from the active staff list. To view active staff, go to "*view report*" and select "*staff list*".

However, the person's record will continue to be available in the system and can be viewed through searching the database via "*search records*".

18. Search records and staff lists gives a different number
Numbers on staff list and search list will vary because of the explanation given in the question above.

19. How do I know the records entered on a particular day
To get information on record entered on a particular day i.e. not more than one week, click on search records, select recent changes and choose the option of your interest.

20. How can I tell who accessed the system and what they did
The system keeps a log of all operations and it's accessible by the system administrator