

# Sunward Portal Management System

## DOCUMENT INFORMATION

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## 1. Project Overview

The HR Masters Module forms the foundation of the organizational structure within the Sunward Portal. It enables centralized maintenance of Company, Division, Department, Section, Subsection, Designation, and Level Master records, which are used across HR, planning, attendance, employee assignment, and workflow-based modules.

This module ensures a unified, consistent, and scalable master data structure, allowing users to manage all organizational layers from top-level companies down to detailed subsections and designation mapping.

## 2. Objectives

The primary objectives of the HR Masters Module are:

- To maintain accurate and structured HR master data across all business units.
- To support employee assignment, reporting structures, and workflow routing.
- To enable role-based control of master creation and updates.
- To standardize organizational hierarchy for integration with payroll, attendance, and employee records.
- To provide a single source of truth for all HR-related master-level reference information.

## 3. System Modules & Key Functions

The **HR Masters Module** is a foundational component within the Sunward Portal. It provides structured, centralized control over all organizational hierarchy records used across HR, Employee Management, Access Control, Workflow routing, and Planning modules. Each sub-module performs a specialized function that contributes to building a complete organizational framework.

Module	Description	Key Users
<b>Company</b>	Create and maintain company-level entities in the system. Define company operating status (Active / Inactive).	Base entity for Division, Department, Section, Subsection, Designation, and Employee Master
<b>Division</b>	Manage divisions under each Company (e.g., Manufacturing Division, Administration, Finance). Define division codes, descriptions, and operational status.	Required for Employee Master.
<b>Department</b>	Define major operational or administrative departments within a division. Maintain department names, codes, descriptions, and profile mappings.	Mandatory in Employee Master.

<b>Section</b>	<p>Further divides departments into smaller operational sections.</p> <p>Supports mapping for:</p> <ul style="list-style-type: none"> <li>• Subsections</li> <li>• Employees assigned to specific teams</li> <li>• Organizational reporting</li> </ul>	Used in detailed employee hierarchy assignment.
<b>Subsection</b>	<p>Defines detailed operational units under Sections.</p> <p>Allows creation of Subsection Name, Code, and Description.</p> <p>Helps segment Department &amp; Section into specialized teams.</p>	Used for team-based assignment.
<b>Designation</b>	<p>Maintains job titles/roles such as:</p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Assistant</li> <li>• Supervisor</li> <li>• Manager</li> <li>• HOD</li> </ul>	<p>Essential for Employee Master.</p> <p>Used in:</p> <ul style="list-style-type: none"> <li>• Approval workflows</li> <li>• HR performance management</li> <li>• Access rights control</li> </ul>
<b>Level Master</b>	<p>Defines hierarchical job grading such as:</p> <ul style="list-style-type: none"> <li>• Intern</li> <li>• PIC</li> <li>• Associates</li> <li>• Support Staff</li> <li>• Technical Expert</li> <li>• Manager</li> <li>• HOD</li> </ul> <p>Allows mapping to Company and Division.</p>	Authorization module

## 4. Functional Components

The HR Masters module consists of the following sub-modules.

- **Company**
- **Division**
- **Department**
- **Section**
- **Subsection**
- **Designation**
- **Level Master**

Each sub-module provides:

- Add
- Edit
- Delete
- Export
- Filter
- Grouping
- Status management (Active / Open / Inactive)

### 4.1 Company Master

**Purpose:**

Defines the top-most organizational entity (e.g., Sunward Malaysia, Sunward Singapore).

**Key Fields:**

- Company Code
- Description
- Status Code

**Functions:**

- Create new company entries.
- Maintain company-level status.
- Used in mapping for Division, Department, Section, etc.

Q Filter...

HRMasters Audit Trail x Masters x

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit Delete Export + Add Division

Drag a column header here to group by that column

Q Enter text to search...

Company Code	Description	Status Code
<input checked="" type="checkbox"/> SWMY	Sunward Malaysia	Active
<input type="checkbox"/> SWSG	Sunward Singapore	Active
<input type="checkbox"/> SWGP	Sunward Group - represent for all	Active
<input type="checkbox"/> Kireen	KIREEN PHARMACEUTICAL	Active

Count: 4

My Day  
Notify JD  
Dynamic Dashboard  
Notify PA  
Application Settings  
Settings  
Users  
HR Masters  
Masters  
Employee  
HRMasters Audit Trail  
Planning Master  
Form  
DMS  
Reports  
Email  
Company Catalog  
Sales Order  
Production Activity  
Company Routine  
Registration  
Incident Report

## 4.2 Division Master

### Purpose:

Defines operational or structural divisions within a company.

### Key Fields:

- Company
- Division Code
- Division Name
- Description
- Status

### Highlights:

- Supports multi-company mapping.
- Divisions feed into Department, Section, and employee assignments.

Q Filter... HRMasters Audit Trail x Masters x

My Day  
Notify JD  
Dynamic Dashboard  
Notify PA  
> Application Settings  
> Settings  
> Users  
✓ HR Masters  
  Masters  
  Employee  
  HRMasters Audit Trail  
> Planning Master  
> Form  
> DMS  
> Reports  
> Email  
> Company Catalog  
> Sales Order  
> Production Activity  
> Company Routine  
> Registration  
> Incident Report

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit Delete Export + Add Department Reset Company

Drag a column header here to group by that column

Q Enter text to search...

<input type="checkbox"/>	Company Code	Name	Code	Description	Status Code
	Company: SWMY	Name: UAT			
	Code: UAT	Description:			
	Status: Active				
<input type="checkbox"/>	SWGP	All	A	For all division for all companies	Active
<input type="checkbox"/>	SWMY	Manufacturing Division	Manufacturing Division	Manufacturing Division	Active
<input type="checkbox"/>	SWSG	Manufacturing Division	M	Manufacturing Division	Open
<input type="checkbox"/>	SWMY	Contractor	Contractor	Contractor	Active

Count: 5

Save Cancel

### 4.3 Department Master

#### Purpose:

**Defines major administrative or functional units under a division.**

#### Key Fields:

- Company
- Division
- Department Name
- Department Code
- Profile Code
- Description
- Status

#### Business Logic:

- Department must be linked to a valid Division.
- Used in payroll, attendance, and approval workflows.

Q Filter... HRMasters Audit Trail x Masters x

My Day  
Notify JD  
Dynamic Dashboard  
Notify PA  
Application Settings  
Settings  
Users  
HR Masters  
Masters  
Employee  
HRMasters Audit Trail  
Planning Master  
Form  
DMS  
Reports  
Email  
Company Catalog  
Sales Order  
Production Activity  
Company Routine  
Registration  
Incident Report

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit Delete Export + Add Section Reset Division

Drag a column header here to group by that column

Q Enter text to search...

Company Code	Division	Name	Code	Status Code
<input type="checkbox"/> SWMY	UAT	UAT Dept	UAT1	Open

Division: SWGPJA Company: Sunward Group - represent for all

Department Name: All Department Code: All

Profile Code: All Description: For all department mainly use for stand alone code

Status: Active

Save Cancel

<input type="checkbox"/> SWMY	Manufacturing Division	All	All	Active
<input type="checkbox"/> SWSG	Manufacturing Division	Department SG	Dept SG	Open
<input type="checkbox"/> SWSG	Manufacturing Division	Management	Mgmt	Active
<input type="checkbox"/> SWSG	Manufacturing Division	Quality Assurance Department	QAD	Open
<input type="checkbox"/> SWSG	Manufacturing Division	Production Department	PRD	Open
<input type="checkbox"/> SWMY	Manufacturing Division	Quality Assurance Department	QAD	Open

Count: 34

## 4.4 Section Master

### Purpose:

Defines operational sections inside a department.

### Key Fields:

- Company
- Division
- Department
- Section Name
- Section Code
- Profile Code
- Status

### Usage:

- Employee assignment
- Organizational reporting mapping
- Planning and production alignment in some modules



Q Filter... HRMasters Audit Trail x Masters x

My Day  
Notify JD  
Dynamic Dashboard  
Notify PA  
> Application Settings  
> Settings  
> Users  
v HR Masters  
Masters  
Employee  
HRMasters Audit Trail  
> Planning Master  
> Form  
> DMS  
> Reports  
> Email  
> Company Catalog  
> Sales Order  
> Production Activity  
> Company Routine  
> Registration  
> Incident Report

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit x Delete Export + Add SubSection Reset Department

Drag a column header here to group by that column

Q Enter text to search...

Company Code	Division	Department	Name	Code	Status Code
Department: SWMY[UAT][UAT]	Division: UAT	Department: Sunward Malaysia	Section Name: UAT Section		
Section Code: SEC1		Description:			
Profile Code:		Status: Open			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
<input type="checkbox"/>	SWSG	Manufacturing Division	Department SG	Section 2	Section SG
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Finance	Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Admin	Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Engineering & Maintenance	Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Human Resources	Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Management	Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Operations	Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Quality Assurance	Open
Count: 94					

## 4.5 Subsection Master

### Purpose:

Defines further subdivisions inside sections.

### Key Fields:

- Company
- Division
- Department
- Section
- Subsection Name
- Section Code
- Description
- Status

### Usage:

- Used for detailed operational mapping.
- Required for Designation and HR approval workflows.

Q Filter...

HRMasters Audit Trail x Masters x

My Day  
Notify JD  
Dynamic Dashboard  
Notify PA  
Application Settings  
Settings  
Users  
HR Masters  
Masters  
Employee  
HRMasters Audit Trail  
Planning Master  
Form  
DMS  
Reports  
Email  
Company Catalog  
Sales Order  
Production Activity  
Company Routine  
Registration  
Incident Report

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit Delete Export + Add Designation Reset section

Drag a column header here to group by that column

Q Enter text to search...

Company Code	Division	Department	Section	Name	Code	Status Code
Section	SWMY[UAT][UAT1][SEC1]	Company	Sunward Malaysia	Section	UAT Section	
Division	UAT	Section Code	Sub Sec 1	Profile Code		
SubSection Name	Sub Section					
Description						
Status	Open					

Save Cancel

<input type="checkbox"/>	SWSG	Manufacturing Division	Department SG	Section 2	Sub Section 1 SG	SS1 SG	Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Finance			Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Admin			Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Engineering & Maintenance			Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Human Resources			Open
<input type="checkbox"/>	SWSG	Manufacturing Division	Administration	Management			Open

Count: 94

## 4.6 Designation Master

### Purpose:

Defines positions/job titles within a subsection and department.

### Key Fields:

- Company
- Division
- Department
- Section
- Subsection
- Designation Name
- Code
- Head Count
- Level Master
- Status

### Highlights:

- Supports headcount allocation.
- Mandatory for Employee Master.

Q Filter...

HRMasters Audit Trail x Masters x

My Day  
Notify JD  
Dynamic Dashboard  
Notify PA  
Application Settings  
Settings  
Users  
HR Masters  
Masters  
Employee  
HRMasters Audit Trail  
Planning Master  
Form  
DMS  
Reports  
Email  
Company Catlog  
Sales Order  
Production Activity  
Company Routine  
Registration  
Incident Report

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit Delete Export + Add LevelMaster Reset Subsection

Drag a column header here to group by that column

Q Enter text to search...

Company Code	Sub Section Name	Level Name	Name	Code	Description	Head Count	Status Code
Sub Section	SWMY[UAT][UAT1][SEC1][Sub Sec 1]	Company	Sunward Malaysia				
Division	UAT	Department	UAT Dept				
Section	UAT Section	Level Master	Select Level Master...				
Name	UAT Designation	Code	UAT Designation				
Description		HeadCount	1				
Status	Open						
<input type="checkbox"/> SWSG Executive - Accounts Executive - Accounts 1 Open <input type="checkbox"/> SWSG Assistant - Administration Assistant - Administration 1 Open <input type="checkbox"/> SWSG Company Driver Company Driver 1 Open <input type="checkbox"/> SWSG Personal Assistant - Mgt Admin/Gm Personal Assistant - Mgt Admin/Gm 1 Open							
Count: 200							

Save Cancel

## 4.7 Level Master

### Purpose:

Defines employee level hierarchy for job grading.

### Key Fields:

- Company
- Division
- Level Name
- Status

### Usage:

- Used for access rights
- Workflow routing
- Payroll classification

Q Filter...

HRMasters Audit Trail x Masters x

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit Delete Export Reset Designation

Drag a column header here to group by that column

Q Enter text to search...

Company Code	Division	Name	Status Code
Company: SWSG	Division: SWSGIM	Name: Intern	Status: Active
<input type="checkbox"/> SWSG	Manufacturing Division	Manager	Active
<input type="checkbox"/> SWMY	Manufacturing Division	PIC	Active
<input type="checkbox"/> SWMY	Manufacturing Division	Associates	Active
<input type="checkbox"/> SWMY	Manufacturing Division	Support Staff	Active
<input type="checkbox"/> SWMY	Manufacturing Division	Technical Expert	Active
<input type="checkbox"/> SWMY	Manufacturing Division	HOD	Active

Count: 7

Save Cancel

## 5. Entity Relationships

Below are the hierarchical relationships:

**Company → Division → Department → Section → Subsection → Designation → Level Master**

Example:

- SWMY → UAT → UAT Dept → UAT Section → Sub Sec 1 → UAT Designation → Level: Executive

This ensures a structured and traceable organization mapping.

## 6. Business Logic

The **HR Masters Module** enforces strict hierarchical and operational rules to ensure the accuracy, consistency, and integrity of the organizational structure. Each entity—Company, Division, Department, Section, Subsection, Designation, and Level Master—follows a well-defined set of validation, dependency, and mapping rules. These rules ensure that every employee and functional process across the system is aligned with the organizational hierarchy.

The following business logic applies across all HR Masters components.

## 6.1 Hierarchical Constraints

- Division requires Company
- Department requires Division
- Section requires Department
- Subsection requires Section
- Designation requires Subsection
- Level Master can stand alone (optional Division link)

Changing Company resets:

- Division → Department → Section → Subsection → Designation → Level

Changing Division resets:

- Department → Section → Subsection → Designation

Changing Department resets:

- Section → Subsection → Designation

## 6.2 Status Rules

- Active → visible everywhere
- Open → allowed for new entries, but not fully approved
- Inactive → not selectable in downstream modules

## 6.3 Employee Assignment Rules

Employee must have:

- Company
- Division
- Department
- Section
- Subsection (optional by config)
- Designation
- Level

## 6.4 Validations

- Code must be unique for each master type.
- Cannot delete if referenced by employee records.
- Mandatory fields must be populated.

## 7. Summary

The HR Masters Module provides a complete and unified organizational structure required for a wide range of operational, HR, payroll, and approval workflows across Sunward. By accurately maintaining Company, Division, Department, Section, Subsection, Designation, and Level records, the system ensures stability, consistency, and scalability in all HR-driven processes.

This module forms the backbone for employee data, organizational reporting, and workflow routing, making it one of the most critical foundational modules in the entire system.

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