Sunward Portal Management System

DOCUMENT INFORMATION

Prepared by	Appcentric Technologies
Client	Sunward
Project Name	Sunward Portal Management System
Prepared by	Vijayakumar
Module Name	HR Master Module
Pages	14

Disclaimer and Confidentiality Statement

This document is a technical reference prepared by Appcentric Technologies for the Sunward Portal Management System project. It provides detailed information on the system architecture, technical approach, implementation methodology, and related technical specifications.

This document is confidential and is intended solely for the internal use of the authorized technical team of Sunward.

No part of this document may be copied, modified, distributed, or disclosed to any third party without prior written approval from Appcentric Technologies.

AppCentric Technologies

Table of Contents

Sunward Portal Management System 1
1. Project Overview 3
2. Objectives 3
3. System Modules & Key Functions 3
4. Functional Components 5
4.1 Company Master 5
4.2 Division Master 6
4.3 Department Master 7
4.4 Section Master 8
4.5 Subsection Master 9
4.6 Designation Master 10
4.7 Level Master 11
5. Entity Relationships 12
6. Business Logic 12
6.1 Hierarchical Constraints 13
6.2 Status Rules 13
6.3 Employee Assignment Rules 13
6.4 Validations 13
7. Summary 14

AppCentric Technologies

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
Company	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
Division	Manage divisions under each Company (e.g., Manufacturing Division, Administration, Finance). Define division codes, descriptions, and operational status.	Required for Employee Master.
Department	Define major operational or administrative departments within a division. Maintain department names, codes, descriptions, and profile mappings.	Mandatory in Employee Master.

Section	Further divides departments into smaller operational sections. Supports mapping for: • Subsections • Employees assigned to specific teams • Organizational reporting	Used in detailed employee hierarchy assignment.
Subsection	Defines detailed operational units under Sections. Allows creation of Subsection Name, Code, and Description. Helps segment Department & Section into specialized teams.	Used for team-based assignment.
Designation	Maintains job titles/roles such as: • Executive • Assistant • Supervisor • Manager • HOD	Essential for Employee Master. Used in: • Approval workflows • HR performance management • Access rights control
Level Master	Defines hierarchical job grading such as: • Intern • PIC • Associates • Support Staff • Technical Expert • Manager • HOD Allows mapping to Company and Division.	Authorization module

AppCentric Technologies

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:

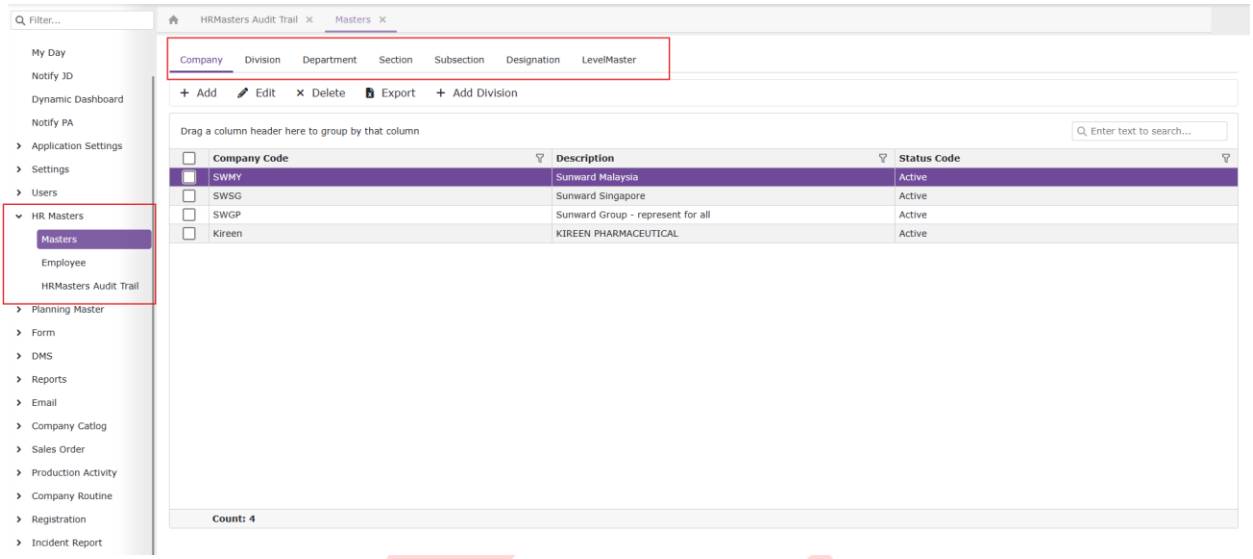
Defines the top-most organizational entity (e.g., Sunward Malaysia, Sunward Singapore).

Key Fields:

- Company Code
- Description
- Status Code

Functions:

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



4.2 Division Master

Purpose:

Defines operational or structural divisions within a company.

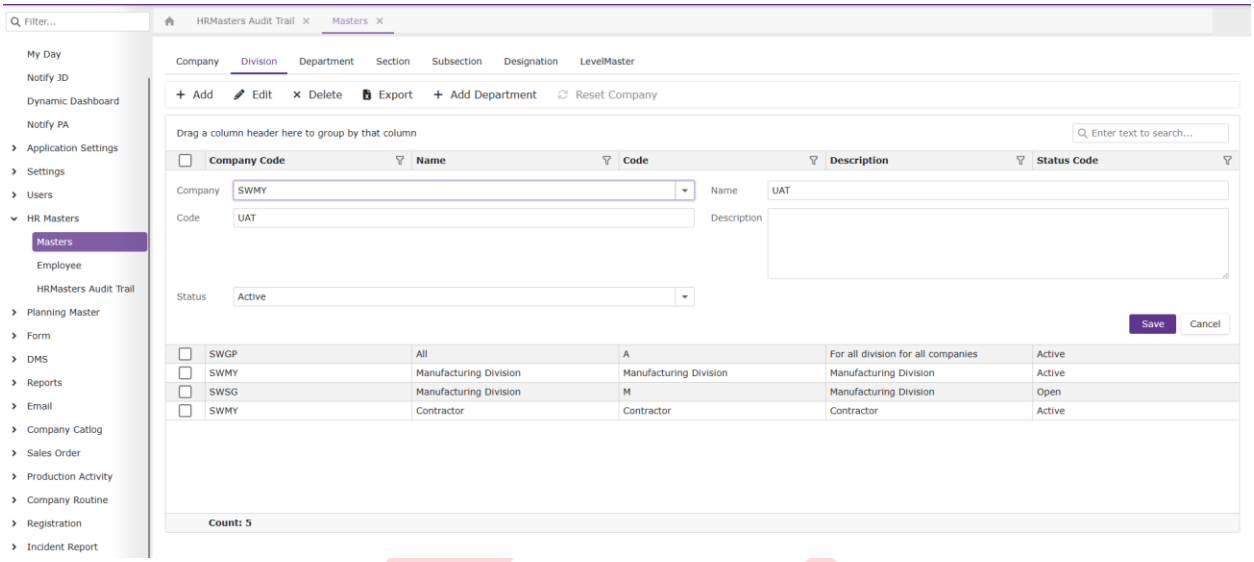
Key Fields:

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

Highlights:

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

AppCentric Technologies



4.3 Department Master

Purpose:

Defines major administrative or functional units under a division.

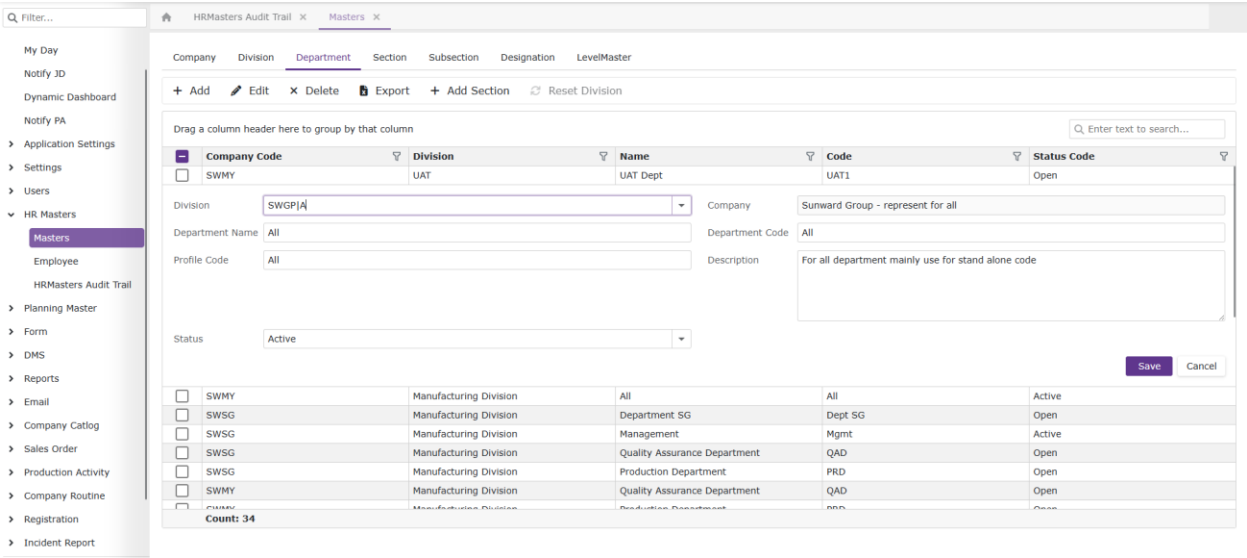
Key Fields:

- 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.

AppCentric Technologies



4.4 Section Master

Purpose:

Defines operational sections inside a department.

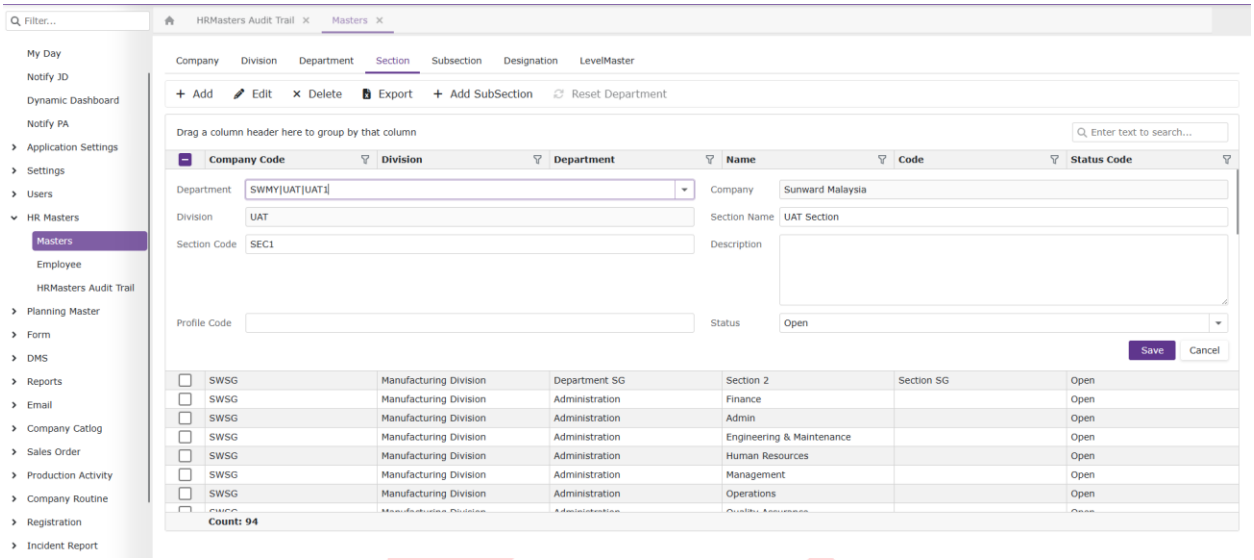
Key Fields:

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

Usage:

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

AppCentric Technologies



4.5 Subsection Master

Purpose:

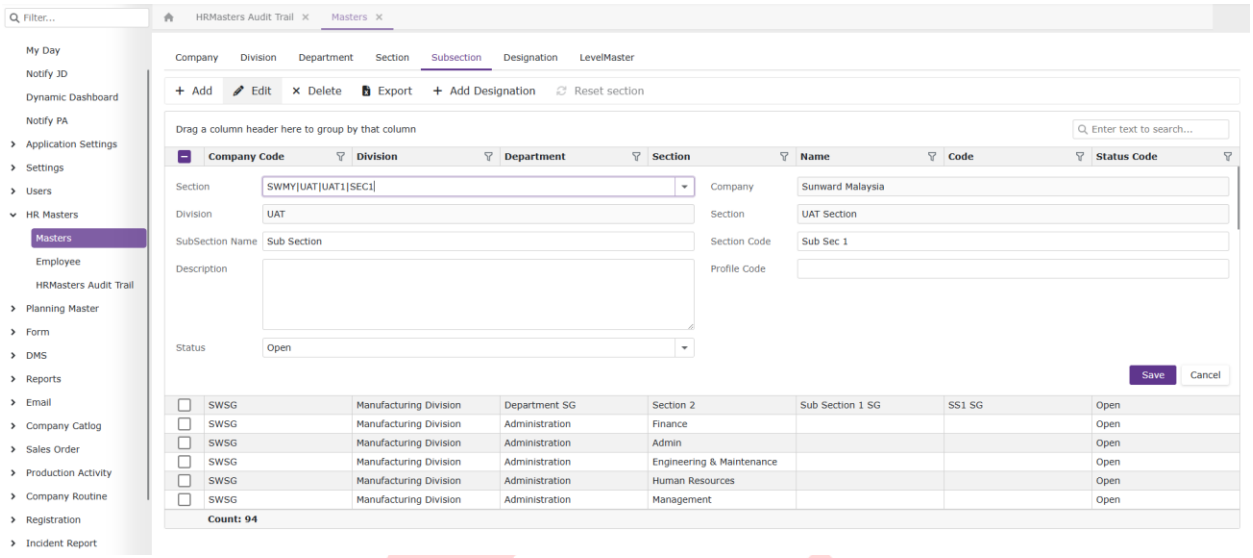
Defines further subdivisions inside sections.

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.



4.6 Designation Master

Purpose:

Defines positions/job titles within a subsection and department.

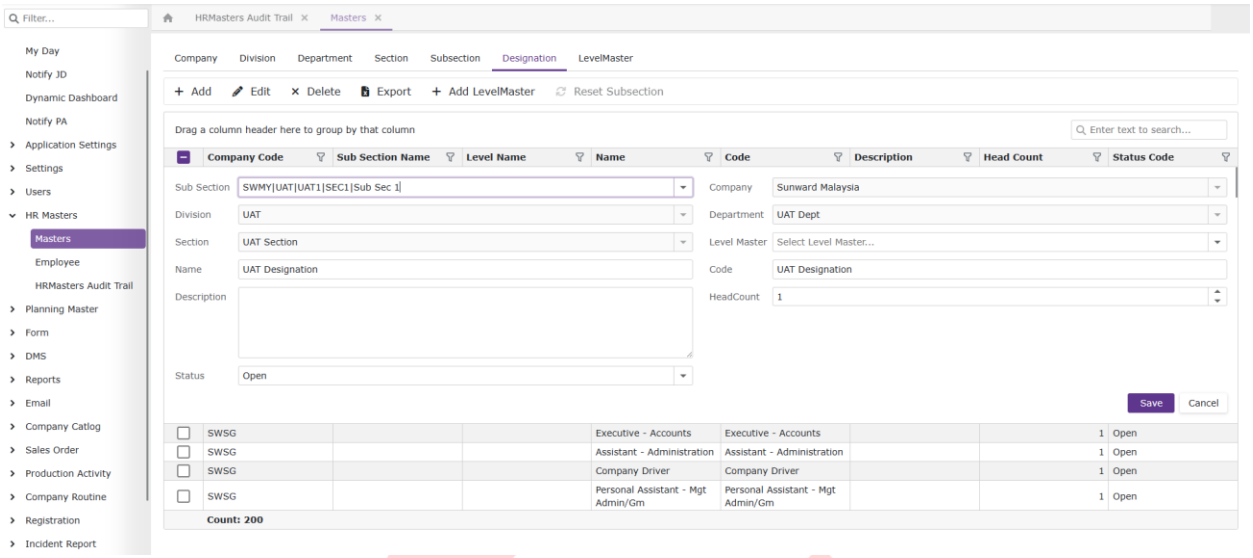
Key Fields:

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

Highlights:

- Supports headcount allocation.
- Mandatory for Employee Master.

AppCentric Technologies



4.7 Level Master

Purpose:

Defines employee level hierarchy for job grading.

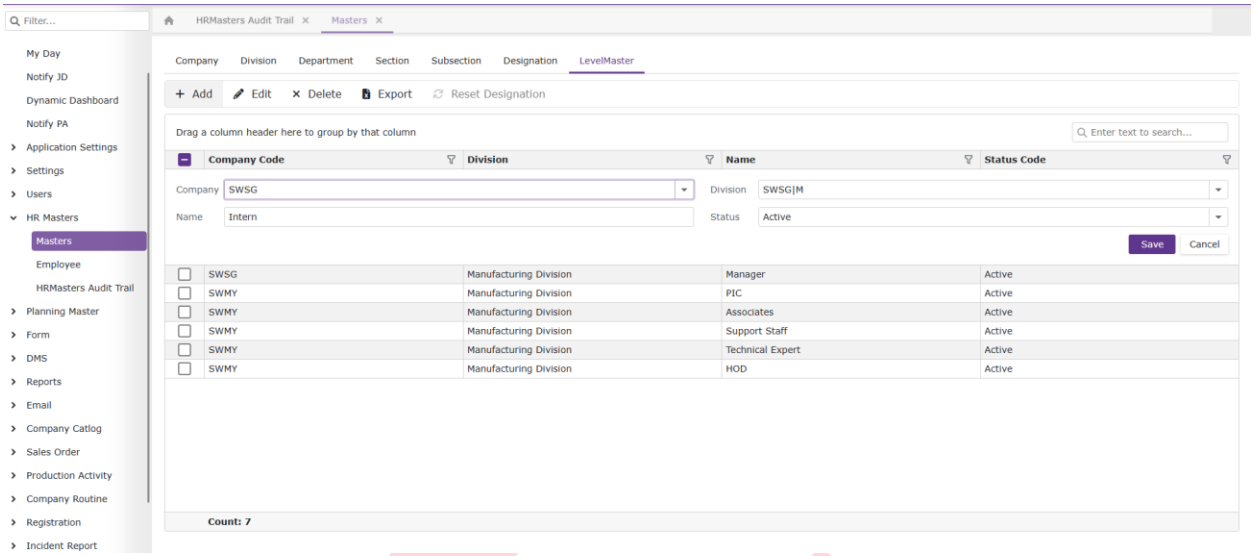
Key Fields:

- Company
- Division
- Level Name
- Status

Usage:

- Used for access rights
- Workflow routing
- Payroll classification

AppCentric Technologies



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.

.

AppCentric Technologies