

Sunward Portal Management System

DOCUMENT INFORMATION

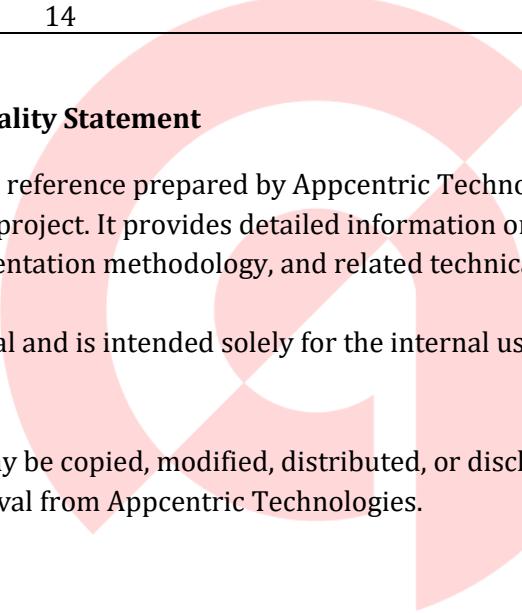
Prepared by	Appcentric Technologies
Client	Sunward
Project Name	Sunward Portal Management System
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Module Name	HR Master Module
Pages	14

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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.

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

Filter... Home HRMasters Audit Trail Masters

My Day Notify ID 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 Division

Drag a column header here to group by that column

Company Code	Description	Status Code
SWMY	Sunward Malaysia	Active
SWSG	Sunward Singapore	Active
SWGP	Sunward Group - represent for all	Active
Kireen	KIREEN PHARMACEUTICAL	Active

Enter text to search... ▼

Count: 4



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.

Filter... HRMasters Audit Trail Masters

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit X Delete Export + Add Department Reset Company

Drag a column header here to group by that column

Company Code	Name	Code	Description	Status Code
Company: SWMY	Name: UAT	Code: UAT	Description:	
Status: Active				
SWGP	All	A	For all division for all companies	Active
SWMY	Manufacturing Division	Manufacturing Division	Manufacturing Division	Active
SWSG	Manufacturing Division	M	Manufacturing Division	Open
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.

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
<input type="button" value="+ Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Export"/>	<input type="button" value="+ Add Section"/>	<input type="button" value="Reset Division"/>	
Drag a column header here to group by that column						
<input checked="" type="checkbox"/> Company Code		Division	Name	Code	Status Code	
<input type="checkbox"/> SWMY	UAT	UAT Dept	UAT1	Open		
Division: SWGP A						
Department Name: All		Department Code: All				
Profile Code: All		Description: For all department mainly use for stand alone code				
Status: Active						
<input type="button" value="Save"/> <input type="button" value="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"/> SWMY	Manufacturing Division	Production Department	PRD	Open		
<input type="checkbox"/> SWMY	Manufacturing Division	Quality Assurance Department	QAD	Open		
Count: 34						

4.4 Section Master

Purpose:

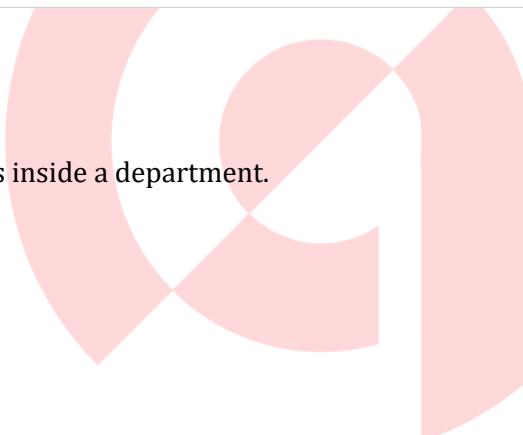
Defines operational sections inside a department.

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



Filter... HRMasters Audit Trail Masters

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						
Company Code	Division	Department	Name	Code	Status Code	
Department	SWMY UAT UAT	Company	Sunward Malaysia			
Division	UAT	Section Name	UAT Section			
Section Code	SEC1	Description				
Profile Code		Status	Open			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						
Count: 94						



4.5 Subsection Master

Purpose:

Defines further subdivisions inside sections.

Key Fields:

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

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Usage:

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

Filter... Masters X

HRMasters Audit Trail Masters X

Company Division Department Section SubSection Designation LevelMaster

+ Add Edit X Delete Export + Add Designation Reset section

Drag a column header here to group by that column

Company Code	Division	Department	Section	Name	Code	Status Code																																										
Section	SWMY UAT UAT1 SEC1	Company	Sunward Malaysia																																													
Division	UAT	Section	UAT Section																																													
SubSection Name	Sub Section	Section Code	Sub Sec 1																																													
Description																																																
Status	Open																																															
<input type="button" value="Save"/> <input type="button" value="Cancel"/>																																																
<table border="1"> <tbody> <tr><td><input type="checkbox"/></td><td>SWSG</td><td>Manufacturing Division</td><td>Department SG</td><td>Section 2</td><td>Sub Section 1 SG</td><td>SS1 SG</td></tr> <tr><td><input type="checkbox"/></td><td>SWSG</td><td>Manufacturing Division</td><td>Administration</td><td>Finance</td><td></td><td>Open</td></tr> <tr><td><input type="checkbox"/></td><td>SWSG</td><td>Manufacturing Division</td><td>Administration</td><td>Admin</td><td></td><td>Open</td></tr> <tr><td><input type="checkbox"/></td><td>SWSG</td><td>Manufacturing Division</td><td>Administration</td><td>Engineering & Maintenance</td><td></td><td>Open</td></tr> <tr><td><input type="checkbox"/></td><td>SWSG</td><td>Manufacturing Division</td><td>Administration</td><td>Human Resources</td><td></td><td>Open</td></tr> <tr><td><input type="checkbox"/></td><td>SWSG</td><td>Manufacturing Division</td><td>Administration</td><td>Management</td><td></td><td>Open</td></tr> </tbody> </table>							<input type="checkbox"/>	SWSG	Manufacturing Division	Department SG	Section 2	Sub Section 1 SG	SS1 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	Department SG	Section 2	Sub Section 1 SG	SS1 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																																										
Count: 94																																																

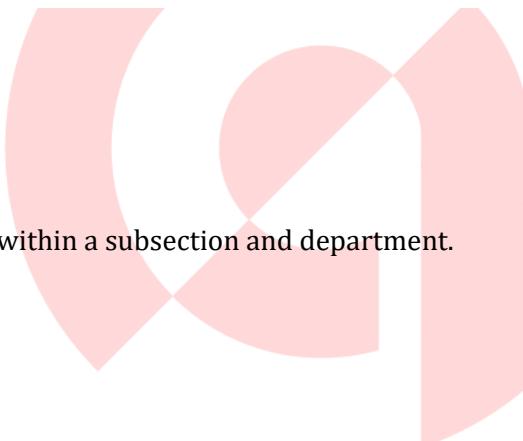
4.6 Designation Master

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.

Filter... X

HRMasters Audit Trail Masters X

Company Division Department Section Subsection **Designation** LevelMaster

+ Add Edit X Delete Export + Add LevelMaster Reset Subsection

Drag a column header here to group by that column

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="button" value="Save"/> <input type="button" value="Cancel"/>							
<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	Personal Assistant - Mgt	1	Open
Admin/Gm							
Count: 200							

4.7 Level Master

Purpose:

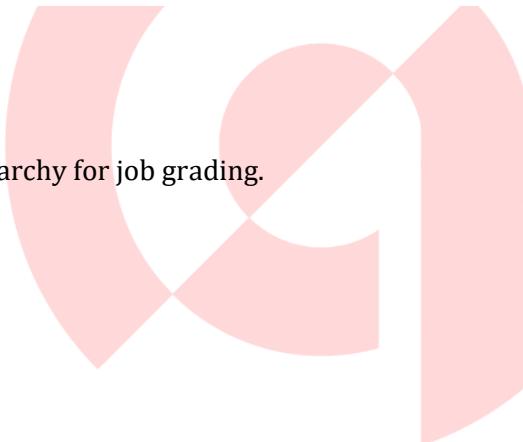
Defines employee level hierarchy for job grading.

Key Fields:

- Company
- Division
- Level Name
- Status

Usage:

- Used for access rights
- Workflow routing
- Payroll classification



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Filter... X

HRMasters Audit Trail Masters X

Company Division Department Section Subsection Designation LevelMaster

+ Add Edit X Delete Export Reset Designation

Drag a column header here to group by that column

Company Code	Division	Name	Status Code																														
Company: SWSG	Division: SWSGM																																
Name: Intern		Status: Active																															
<input type="button" value="Save"/> <input type="button" value="Cancel"/>																																	
<table border="1"> <tbody> <tr><td><input type="checkbox"/></td><td>SWSG</td><td>Manufacturing Division</td><td>Manager</td><td>Active</td></tr> <tr><td><input type="checkbox"/></td><td>SWMY</td><td>Manufacturing Division</td><td>PIC</td><td>Active</td></tr> <tr><td><input type="checkbox"/></td><td>SWMY</td><td>Manufacturing Division</td><td>Associates</td><td>Active</td></tr> <tr><td><input type="checkbox"/></td><td>SWMY</td><td>Manufacturing Division</td><td>Support Staff</td><td>Active</td></tr> <tr><td><input type="checkbox"/></td><td>SWMY</td><td>Manufacturing Division</td><td>Technical Expert</td><td>Active</td></tr> <tr><td><input type="checkbox"/></td><td>SWMY</td><td>Manufacturing Division</td><td>HOD</td><td>Active</td></tr> </tbody> </table>				<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
<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																																	

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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