

Branches, departments and job positions: a multi-site company

A company that works across more than one physical site — a head office and one or more regional offices — needs its structure to say so explicitly, not just as addresses on a page. This page walks through how BlueOneHR represents that: a company with branches, departments that span those branches, job positions within each department, and an employee list that shows exactly who sits where.

Illustrative demonstration prepared using publicly available company context and synthetic data. This page does not represent a production deployment, customer endorsement, or use of real employee data.

https://www.youtube-nocookie.com/embed/XJWc3_WQCKU

[Setting up a multi-site organisation \(HQ, regional office, project teams\)](#)

The company this page follows

This page continues the same illustrative demo structure as [The connected HR lifecycle](#): one fictional company, built to show BlueOneHR as one connected system — here, organised across a Mumbai head office and a Hyderabad regional office. Its name, its branches, its departments and every person shown are synthetic; none of it represents a real customer, a real headcount or a real site.

Branches

Settings → **Branches & Scope** → **Branches** lists every branch a company has — a code, a name and an Active/Inactive status for each. A company with one physical location may never need more than one row here; a company running a head office and a regional office keeps one row per site,

each independently editable.

Who sits where

The **Employee Assignments** tab on the same screen is the direct answer to "who is at which site": one row per employee, their branch, their company, whether that branch is their primary assignment, and the date it took effect. A project-driven company can read its own distribution straight off this table — who is based at the head office, and who is out at the regional site running delivery.

Departments and job positions

Branches describe *where*; departments and job positions describe *what*. The [Employees](#) screen's **Group By** control can group the same company by **Department** — every department a company uses, each with its own headcount — or by **Job Position**, which narrows further: a department such as Project Execution can hold several distinct positions (a Site Engineer and a Project Manager are both Project Execution, but not the same seat). Neither grouping is scoped to one branch; a department or a job position can have people at the head office and at a regional office at the same time.

A separate concept: Geo-Fence

BlueOneHR also has a **Geo-Fence** module, listed on its own in the sidebar next to **Branches & Scope**. A geo-fence is a physical location with coordinates and a radius, used to confirm an employee's attendance clock-in and clock-out are actually happening on site. It is a deliberately separate concept from a branch: a branch is the company's legal and reporting structure (which legal site an employee's record belongs to); a geo-fence is a real-world location constraint used by one specific feature, attendance. A company can have branches without ever configuring a geo-fence, and a geo-fence is not required to exist per branch.

Related reading

- [The connected HR lifecycle](#)
 - [The employee directory](#)
 - [How geo-fencing works](#)
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