



HRM MITRA



# HR HUMAN RESOURCE MANAGEMENT

TRANSFORMING **HR PROCESSES**  
EMPOWERING EFFICIENCY

AUTOMATED PROCESS | SAAS-BASED | USER FRIENDLY

STREAMLINES WORKFLOW | REAL-TIME ANALYTICS

**Unistal**  
**USE**  
GROUP  
Since 1994

## ABOUT US

Unistal Systems Pvt. Ltd., operates within three primary sectors: Oil, Gas & Utilities, Data Security & Data Recovery, and Human Resource Management System (HRMS). With more than 500+ people, 50+ products, 12000+ channels, 17 million+ satisfied users across 125+ countries.

**Oil, Gas & Utilities:** Offers specialized solutions tailored for the oil, gas, and utility sectors, likely involving software solutions that cater to GIS based Project Management Solutions.

**Data Security & Data Recovery:** Specializes in providing software solutions and services for data security, encryption, and recovery, aiming to protect and recover data in various scenarios.

**Human Resource Management System (HRM MITRA):** Provides solutions for human resource management, likely offering software for HR processes such as payroll, attendance tracking, employee management, and more.



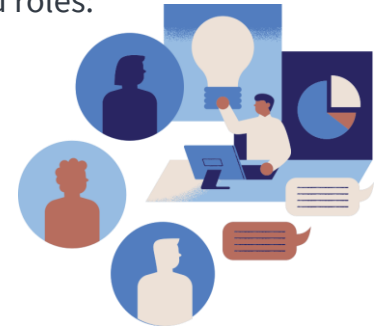
## HRM SOLUTION

HRM Mitra is a magic bullet to shoot the chaos that an HR faces in an organization, no matter whether it is dealing with employee attendance or payroll, or approving any leaves. It is a comprehensive approach to streamline and smoothen the tedious work of the HR departments in an organization. Easy to use and takes care of everything, right from the beginning till the end. It effectively manages all the functions of the Company and digitally documents all employees' information at the touch of the fingertip. The solution integrates with biometric and face recognition, making Attendance and leave calculation effortless. Payroll Management helps manage employees' salaries and payslips automatically—an error-free HRM Solution with additional modules, offering a cutting-edge solution to the Company and its employees. HRM Mitra makes training easy and effective, from monitoring workflow to individual online work to managing the Company's assets. The solution is user-friendly and comes with an easy-to-operate mobile-friendly app. Monitoring remote workers and tracking the sales team is just a click away. A seamless HRM solution that integrates with any other third-party solution. Here's a glimpse of the solutions offered by HRM Mitra:

## COMPANY MANAGEMENT

Company Management involves overseeing and coordinating various aspects of an organization to achieve its goals effectively. It encompasses multiple functions and roles:

- Create one or multiple companies as needed.
- Configure branch, location, department, designation, levels, office shifts, salary structures, leave structures, attendance rules, company holidays, and salary rules with ease.
- Safely store official documents and their relevant details in a secure folder.



## EMPLOYEE MANAGEMENT



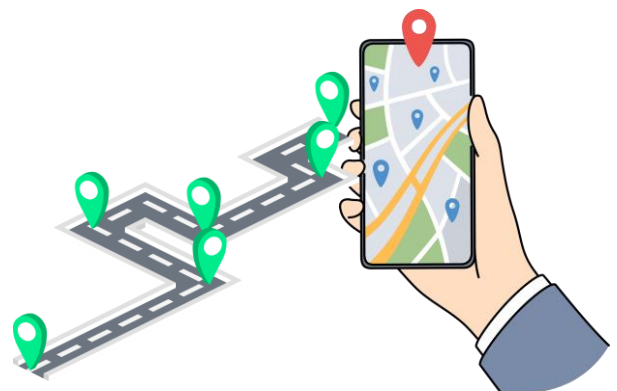
- Manages confidential information of employees.
- Aids in the management of the employee onboarding to exit process.
- Import/Export employee details from Excel at the push of a button.
- It aids in the digital documentation of employees.
- Assign reporting heads to the new employees.
- Controls employee access privileges and assigns managers.
- Visual representation through Organizational Chart.
- The employee can view or edit their details.

## ATTENDANCE MANAGEMENT

HRM Mitra's Leave and Attendance Management Solution offers a streamlined approach to workforce management. It combines advanced features for precise attendance tracking and efficient leave management:

### Attendance Tracking:

- **Biometric Integration:** Accurate clock-ins and outs through biometric identification.
- **Selfie Attendance & Geo-tagging:** Secure, location verified attendance marking via employee selfies and geo-tagging.
- **Real-Time Updates:** Instant notifications for managers, enabling timely decision-making.



## LEAVE MANAGEMENT



### Leave Tracking:

- **Integrated System:** Seamless leave requests and approvals within a unified platform.
- **Efficiency:** Simplified processes for both employees and HR, reducing administrative burden.
- **Insightful Reporting:** Customizable reports offer insights into attendance patterns for informed decision-making.
- **Compliance:** Adherence to leave policies and regulations.
- **Reduces Errors:** Precise and error-free leave tracking and reporting.

## PAYROLL MANAGEMENT

HRM Mitra's Payroll Management is an integral part of its HRM solution, is designed to ensure accuracy, efficiency, and statutory compliance in payroll processing:

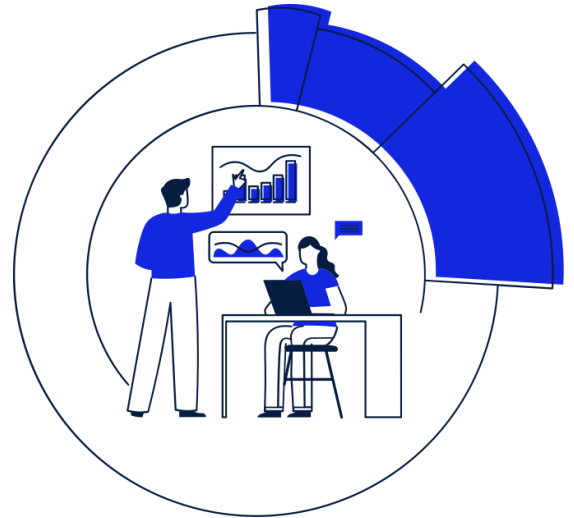


### Key Features:

- **Automated Calculations:** Accurate salary computation from attendance and relevant data.
- **Integrated Attendance:** Direct synchronization for precise payroll calculations.
- **Tax and Statutory Compliance:** Automated tax deductions and adherence to statutory requirements.
- **Customizable Deductions:** Tailored allowances, deductions, and benefits.
- **Employee Self-Service:** Access to pay stubs and tax forms via self-service portals.

## BENEFITS

- **Efficiency:** Streamlines payroll tasks, reducing manual effort and errors.
- **Precision:** Minimizes calculation errors for dependable salary disbursements.
- **Compliance Assurance:** Meets tax and statutory obligations for legal compliance.
- **Employee Access:** Self-service portals grant easy access to payroll details.



HRM Mitra Payroll Management ensures accuracy, compliance, and accessibility, simplifying payroll processes while meeting statutory standards.

## ACTIVITY MANAGEMENT

Effortlessly track your employees' productive/non-productive hours across apps and websites in real-time. Get admin-level visibility into daily work patterns, identify activities, and gain powerful insights that help you optimize performance, boost accountability, and support a high-productivity culture—whether your teams work remotely or from the office.



- **High-Risk Employee Tracking:** Keep a close watch on potential risks
- **Time & Activity Monitoring:** Know how every work hour is spent
- **Remote System Tracking:** Stay in control of remote operations
- **Desktop Screenshot Capturing:** Visual logs of employee activity
- **Live Screen Monitoring:** View employee screens in real-time
- **Keystroke & Click Tracking:** Record user actions at the input level
- **Application & Website Usage:** Monitor digital tools used on the job
- **Working vs Idle Time:** Identify productivity gaps
- **Auditing & Review:** Strengthen internal checks and compliance

## TASK MANAGEMENT

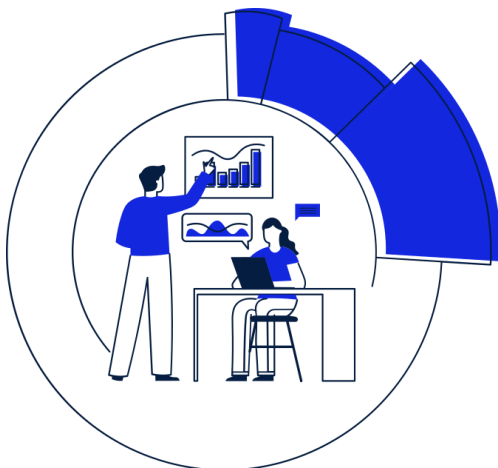
Track tasks efficiently, break down complex work into subtasks, set deadlines, and collaborate with ease. With features like dashboards, project planners, performance analytics, task and bug history, real-time alerts, and seamless email integrations, managing daily workflows becomes more transparent and result-driven.

- Assign, manage, and evaluate tasks with clarity
- Automate task flows to reduce manual effort and improve accuracy
- Use customizable dashboards to monitor real-time progress and team performance
- Integrate with other HR functions for holistic workforce management
- Encourage accountability through clear task ownership and milestone tracking



## BENEFITS

By incorporating Task Management Solution with the proper workflow, organizations can enhance efficiency, collaboration, and overall project success.



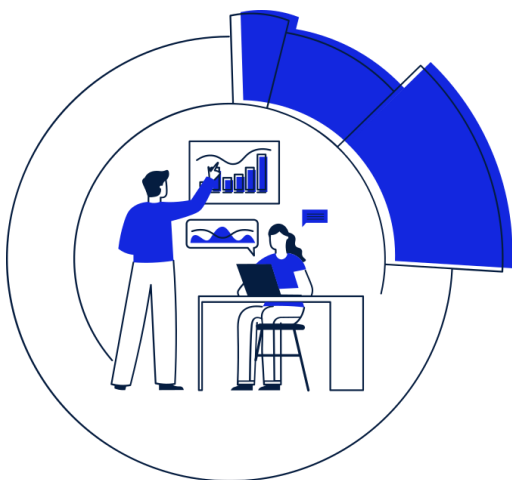
- **Project/Task Creation:** Manager creates projects based on BRD/FRD/SRS
- **Parent-Child Task Dependencies:** One task starts only after the main one is done
- **View, Edit & Approve/Reject Tasks:** Reduces manual follow-ups
- **Bulk Task Reassignment/Release:** Reassigned task to the same or a different employee
- **Bug Tracking & Resolution:** QC Managers raise bugs routed to developers
- **Assign Bulk Task With Ease:** Simplify delegation and track large-scale task execution
- **Priority To Current Task:** Rest Auto-Shuffles: Change task sequence as required
- **Milestone & Deadline Management:** Keep projects on track with defined goals
- **Insightful Reporting & Analytics:** Make data-driven task decisions

## ASSET MANAGEMENT

Effective Asset Management is the cornerstone of operational excellence. Our Asset Management Solution empowers organizations to streamline processes, enhance productivity, and unlock the full potential of their assets.



- Manage Fixed Assets, Movable Assets and Consumable Assets along with complete tracking.
- Maintenance Scheduling.
- Lifecycle Management.
- Compliance & Risk Management.
- Report & Analytics.
- Integration & Scalability.



## BENEFITS

- **Centralized Tracking:** Manages all assets in one place, simplifying, monitoring, and management.
- **Efficiency:** Automates tasks, boosts operational efficiency, and schedules maintenance.
- **Data-driven Decisions:** Generates analytics for informed maintenance and replacements.
- **Cost Savings:** Optimizes asset use, reduces downtime, and avoids unnecessary expenses.

Overall, effective Asset Management is crucial for organizations looking to optimize their operations, minimize risks, and achieve long-term sustainability and growth.

## FIELD FORCE MANAGEMENT

Field Force Management App is a powerful tool that helps managers optimize their sales team's performance. It provides real-time visibility, streamlines operations, and enables data-driven decision-making to drive business growth.



- Attendance marking with geo-tagging and geo-fencing.
- Daily visit tracking and distance calculation.
- Live tracking and automated reporting.
- Easy working hour calculation.

## BENEFITS



- Stay Connected with to your sales team and know their location.
- Easily monitor and measure the end-results.
- Easy evaluation of your sales team performance.
- Improved data maintenance ensures reliable, error-free, and up-to-date information.

# OUR CLIENTELE

## PRODUCTS AND DATA RECOVERY SERVICES



## WATER, OIL & GAS SOLUTIONS



## HRM SOFTWARE AND SOLUTIONS



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