The requirement is :

I will receive a csv file each month containing employee data who directly or indirectly reports to One single manager for ex take “Muthu” (say level 1) in this case. So this file wll have data of all employees (say level 2) whose direct reporting is to “Muthu” as Entity Manager Employee Name, and then the details of all those employees (say level 3 or 4 or 5) who reports to these eeach of these employees , and so on. This way this sheet has data of all employees as rows, we can identify whose manager is who while doing some inner joins or something.

Basicall this file contains the details about Employees : Employee Name, Employee ID, Entity Manager Employee Name, Functional Manager Employee Name, Employee Category,BF Level1 Namem BF Level 2 Name, Bf Level 3 Name, BF Level 4 Name, BF Level 5 Name, Legal Entity Name, Employee Status, Workstyle Met? (avg days),month, Avg days at any office per week (with shrinkage),Days at any Office, Days at Contracted Office.

On the other hand I also have one more file which is actual gha report of all employees who may or may not be the part of this csv file. I have to fetch the ‘Global Career Band’ and other details from that gha file and place in fromt of each row to know, which employee has which grade. Few more cols will also be required. I will tell names later.

Now the goal is to create a report which can be split and sent to all the Enity managers about how many days each of the employee who reports to them came to office in a particular month. For that we have to identify and create group of employees whio report to one enity manager. See we have to create report on the basis of Global Career Band ‘MD’ or 3 or 4 or 5. Create a report which can later be split as per that one col which can help in splitting the file easilsy. Do remember each e,mpoyee details are needed, even if the employee himself is entity manager. In our example since we using the report of Muthu, deyails of muthu are not required as he is the ultimate boss.. but aall the other employee details are needed.

**tep 1. Inputs**

1. **Monthly CSV (input\_1.csv)**
   * Contains all employees reporting (directly or indirectly) under **one top-level Entity Manager** (e.g., *Muthu*).
   * Columns:
     + Employee Name, Employee ID,
     + Entity Manager Employee Name, Functional Manager Employee Name,
     + Employee Category, BF Level1 Name … BF Level 5 Name,
     + Legal Entity Name, Employee Status,
     + Workstyle Met? (avg days), Month,
     + Avg days at any office per week (with shrinkage), Days at any Office, Days at Contracted Office.
2. **GHA File (gha.xlsx)**
   * Contains master data for all employees.
   * Columns include: Employee ID, Employee Name, Global Career Band, Employee Business Email Address, Legal Entity, etc.

**🔹 Step 2. Enrich Monthly File with GHA Data**

* Using Employee ID as the join key.
* Left join: keep all rows from monthly file (because every employee under Muthu is needed), bring in **Global Career Band** and any other details from GHA.
* This ensures we can identify which level (MD, 3, 4, 5, etc.) each employee belongs to.

**🔹 Step 3. Build Hierarchy Logic**

* Every employee in the CSV already has an Entity Manager Employee Name.
* We trace reporting structure:
  + Level 2: Direct reports of Muthu.
  + Level 3: Direct reports of Level 2.
  + Level 4: Direct reports of Level 3.
  + … and so on.
* While creating hierarchy, we ensure:
  + Every **employee appears once**.
  + If an employee is also an entity manager, they will appear once as an employee, but will also have their subordinates listed below them.

**🔹 Step 4. Decide Output Columns**

We’ll design the final sheet in a **flat table** so it can be filtered / pivoted easily.  
Columns (example draft):

1. **MD Level**
   * MD ID, MD Name, MD Email (only if applicable)
2. **GCB3 Level**
   * GCB3 ID, GCB3 Name, GCB3 Email
3. **Reporting Manager (GCB3/GCB4)**
   * Reporting Manager ID, Reporting Manager Name, Reporting Manager Email
4. **Employee Details**
   * Employee ID, Employee Name, Employee Email, Global Career Band, Employee Category, Employee Status, Legal Entity, Work Location, etc.
5. **Attendance Info (from monthly CSV)**
   * Month, Workstyle Met? (avg days), Avg days at office/week, Days at any Office, Days at Contracted Office

**🔹 Step 5. Exceptions**

* If an employee’s **Entity Manager** is missing in the GHA file (not found in master data), keep them in an **Exceptions sheet**.
* Muthu (the ultimate boss for this file) should be **excluded** since he doesn’t report to anyone.

**🔹 Step 6. Sorting & Split-Ready Design**

* Sort output by:
  1. MD Name
  2. GCB3 Name
  3. Reporting Manager Name
  4. Employee Name
* The report will be **one Excel file** with:
  1. **Hierarchy Report** (main data, flattened, filterable by MD / GCB3 / Manager).
  2. **Exceptions** (if any employees’ managers not found).
* Later: Easy to split report by filtering on Entity Manager Employee Name or Global Career Band.