now for records

1. where 'Category for Static' ='Billed' Exclude those reccords where 'Employee FTE' is either 0 or 1.
   1. now in remaining rows check : if values of col 'No. of FTE' and 'Employee FTE' -->
      1. if both have same values then on 'Observation' set ='Ok' for such rows,
      2. otherwise 'Observation' = 'Update FTE value to 1.
2. now where 'Category for Static' ='Not Billed' ==> check col 'lookup for Billed CC'
   1. --> select all rows where value of this col is not N/A. set 'Observation' ='Exclude'.
   2. Where col is col 'Lookup for Billed CC' ‘N/A🡺 column ‘Check’ = ‘true’🡺 set Observation=’Ok’
3. now where 'Category for Static' ='Others’:
   1. ‘Employee Class’ =’External’ and ‘Check’= ‘true’ and ‘Global Career Band’=’Not Applicable’ then set ‘Observation’=’Ok’.
   2. ‘Employee Class’ =’External’ and ‘Check’= ‘true’ and ‘Global Career Band’=’Not Applicable’ and ‘Lookup for Billed CC’ is not blank ,then set ‘Observation’=’exclude’.
   3. ‘Employee Class’ =’Intern’ and ‘Lookup for Billed CC’ is not N/A or not blank and’Global Career Band’=’Not Applicable’ then ‘Observation’=’Exclude’
   4. ‘Employee Class’ =’Intern’ and ‘Lookup for Billed CC’ is N/A or blank then ‘Observation’=’Ok’
   5. ‘Employee Class’ =’Intern’ and’Global Career Band’=’Not Applicable’ then ‘Observation’=’Ok’
   6. Employee Class =’Employee’ and ‘Global Career Band’ = 3 or ‘MD’ then Observation=’Ok

For HR Cut file:

I have gsc\_df dataframe as HR Cut with me. Billing file updated df as base\_df\_updated. And also now I need to read a fille i.e cognos report in ‘cognos\_df’.

1. Create four column at the end of the columnsof this gsc\_df (after one blank column with name ‘-‘ , so that I can separate the actual and derived columns. Three column as:
   1. ‘Lookup from Master File’ : based on matching ‘Employee ID’ from gsc\_df with ‘PSID’ from base\_df\_updated df fetch PSID itself. If not found put “NA”.
   2. ‘Manager Ops’: From cognos\_df based on ‘Cost Code’ matching with gsc\_df ‘Cost Centre’ fetch ‘Manager Operations’ from cognos.
   3. ‘Lookup for Billed CC’: from base\_df\_updated ‘Cost center’ and gsc\_df ‘Cost Centre’ check where ‘Category for Static’ =’Billed’ (in base\_df\_updated) then fetch corresponding ‘Cost Center’ from base\_updated\_df, if not found put “N/A”, if found put that cost center .
   4. ‘Observations’:
      1. If ‘Lookup from Master File’ =”N/A” ,’Manager Ops’ = has any value from [read the values from a mapping file excel sheet containing a header ‘Manager Ops’ under that we have list of values.] , ‘BF Level 2 Name” has any value from [‘Finance Function’ ,’Global Sustainanility’, “Group External Communication”,’Grp Chief Cntrl Oversight Off’ .
         1. ‘Lookup for Billed CC’ is not “N/A’.
            1. col ‘Employee Class’ =’Employee’. 🡺 Observations for such records should be updated as ‘Exclude’
            2. col ‘Employee Class’ =’External’.

Col ‘Global Career Band’ =”Not Applicable 🡺 Observations for such records should be updated as ‘Ok’

Col ‘Global Career Band’ is not ”Not Applicable 🡺 Observations for such records should be updated as ‘Exclude’

* + - * 1. col ‘Employee Class’ =’Intern’

Col ‘Global Career Band’ is not ”Not Applicable 🡺 Observations for such records should be updated as ‘Exclude’

Col ‘Global Career Band’ =”Not Applicable 🡺 Observations for such records should be updated as ‘Ok’

* + - 1. ‘Lookup for Billed CC’ is “N/A’. 🡺 Observation=’Ok’
    1. If ‘Lookup from Master File’ =”N/A”, ‘BF Level 2 Name” has any value from [‘Finance Function’ ,’Global Sustainanility’, “Group External Communication”,’Grp Chief Cntrl Oversight Off’.
       1. Where ’Manager Ops’ does not have= any value from [read the values from a mapping file excel sheet containing a header ‘Manager Ops\_others’ under that we have list of values.] or does not have any value from [read the values from a mapping file excel sheet containing a header ‘Manager Ops’ under that we have list of values.] i.e value is not listed in mapping file’s Manager Ops and Manager Ops\_others column then add a comment column ‘Invalid Inputter’ add that name under that column for such records.
       2. if Manager Ops= ‘N/A’ , check col ‘Cost Center’ has a value that begins with ‘9’:
          1. If ‘Lookup for Billed CC’ = has a value other than “N/A”🡺 Observations= “Exclude”.
          2. If ‘Lookup for Billed CC’ =“N/A”🡺 Observations= “Ok”.
    2. If ‘Lookup from Master File’ =”N/A”:
       1. if Manager Ops= [read the values from a mapping file excel sheet containing a header ‘Manager Ops’ under that we have list of values.]
       2. ‘BF Level 2 Name” does not have any value from [‘Finance Function’ ,’Global Sustainanility’, “Group External Communication”,’Grp Chief Cntrl Oversight Off’
          1. If’Department Name’ is either contains ’Project MIMOSA’ or has word ‘Deveron’ then 🡺 Observations =’Change Inputter name for these non Finance AIDs’

Save the file

A new file named : Change Request\_Mmm’YY.xlsx where Mmm : Jul if current month selected bu user is July. YY is 25 if user entered 2025. Followng are the sheets and what I expect :

1. Change:
   1. from base\_updated\_df select combination of column PSID, Cost center, Depart ID, AID , Observation column (Filter Observation with value= ‘Change CC & Dept id”) for each unique combination. Copy and paste it in ‘Change’ sheet with columns PSID ,Cost center, Depart ID, AID, Update [here Update column will contain ‘Change CC & Dept id”] as value for all rows which are selected .
   2. Now similar to this from base\_updated\_df select combination of column PSID, Cost center, Depart ID, AID , Observation column (Filter Observation with value= ‘update FTE value to 1”) for each unique combination. Copy and paste it in ‘Change’ sheet with columns PSID ,Cost center, Depart ID, AID, Update [here Update column will contain ‘‘update FTE value to 1”] as value for all rows which are selected .
2. Exclude:
   1. from base\_updated\_df select combination of column PSID, Cost center, Depart ID, AID , Observation column (Filter Observation with value= ‘Exclude”) for each unique combination. Copy and paste it in ‘Exclude sheet with columns PSID ,Update [here Update column will contain ‘Exclude”] as value for all rows which are selected. (we only need these two columns here).
   2. From gsc\_df filter for rows where Observation =’Exclude’, copy all such Employee ID, paste it under the values which are pasted with step 2.a. This way , this Exclude sheet will have Exclude observation Employee ID / PSID from both the files. Also update column b ‘Update’ for these records with value as “Exclude”.
3. GCB3 & Above: This sheet will have three columns : PSID, GCB Band, Update
   1. Base\_updated\_df : select all PSID with unique combination of ‘GCB Grade’ col with value as 3 or MD and ‘Category for Static’ =’Billed’. Paste these PSID under PSID column of this ‘GCB3 & Above sheet’, also col B ‘GCB Band’ as value 5 and col ‘Update’ value as ‘Update GCB Band’
4. Contractors: This sheet will have three columns : PSID, GCB Band, Update
   1. Base\_updated\_df : select all PSID with unique combination of ‘GCB Grade’ col with value as ‘Not Applicable’ and ‘Category for Static’ =’Billed’, col ‘Employee Class’=’External’ . Paste these PSID under PSID column of this ‘Contractors’ sheet, also col B ‘GCB Band’ as value 7 and col ‘Update’ value as ‘Update GCB Band’
5. Save the file as “Change Request\_Mmm’YY.xlsx”