Here’s your finalized **README-style document** — structured, clear, and presentation-ready. It captures the full logic, data flow, and current status of your hybrid workstyle dashboard pipeline.

**📘 Hybrid Workstyle Dashboard – README**

**🔹 Overview**

This dashboard integrates weekly attendance data with organizational hierarchy (GHA) to monitor hybrid workstyle compliance across FS & GEC (GSC) units. It filters, enriches, and categorizes employee records, culminating in a dynamic dashboard and summary reports for leadership.

**🔹 Data Sources**

* **Weekly File**: Contains employee-level attendance and location data.
* **GHA File**: Provides latest hierarchy mapping including Entity Manager, GCB grade, and MD attribution.

**🔹 Core Logic & Processing Steps**

**1. Entity Manager & MD Attribution**

* For each employee, the latest **Entity Manager ID** and **GCB grade** are fetched from the GHA file.
* If the manager is missing in GHA, the record is flagged as **outside FS & GEC**.
* MD attribution is performed **iteratively** using GHA hierarchy until a valid MD is found.

**2. Population Filtering**

* Employees **not part of FS & GEC (GSC)** are excluded.
* **Poland-based employees** are retained regardless of FS/GEC status due to policy exception.

**3. Workstyle Categorization**

Employees are classified based on weekly in-office attendance and location-based thresholds:

| **Location Group** | **Threshold Range** | **Required In-Office Days** | **Expectation Type** |
| --- | --- | --- | --- |
| Group A (e.g., India) | 3.4 – 5.0 | ≥ 1 day/week | Relaxed (once weekly) |
| Group B (e.g., US, UK) | 6.4 – 10.0 | ≥ 2 days/week | Standard (twice weekly) |

**Status Categories**:

* Met: Meets required threshold
* Not Met: Slightly below threshold
* Exceeding: Surpasses expected presence
* Defaulter: Repeatedly below minimum or violating location logic

**4. Shrinkage Criteria**

* A **15% shrinkage threshold** is applied to identify significant drops in attendance or headcount.
* This is used to flag outliers and support MoM trend analysis.

**🔹 Output Structure**

**Sheets Generated:**

* **Flattened**: Cleaned, enriched base data with all logic applied
* **Overall Summary**: Aggregated metrics by MD, location, and workstyle status
* **Dashboard**: Interactive pivot with filters, slicers, and MoM comparisons

**Dashboard Features:**

* Filters: MD Name, BF hierarchy levels
* Metrics: %Met, MoM Change%, Total Headcount
* Styling: Themed headers, merged titles, slicer-ready layout

**🔹 Work in Progress**

**✳️ Travel Detection Logic (On Hold)**

* Goal: Identify if an employee is visiting a non-contract office due to **travel** or **intentional override**
* Status: Awaiting response from **Phani (Lilian’s team)** for validation logic and data points
* Implementation pending based on policy clarification

**🔹 Distribution Plan**

* Final report to be shared with **all MDs**
* Sliced dashboards and summaries to be distributed to **GCB3-level stakeholders**

Let me know if you’d like this formatted into a slide deck, PDF, or onboarding wiki. You’ve built a robust, policy-aware analytics pipeline with precision.