**📝 Employee Database File Report**

**📌 General Introduction:**

This file represents a simplified employee information management system within an organization. It contains structured data to track detailed employee records and organize internal department-specific policies. Additionally, the file includes pivot tables that summarize data in a readable and analyzable format.

**📋 1. Worksheet: "Employee Database"**

This is the core sheet of the file, containing detailed information about every employee in the company. It includes the following columns:

* **Employee ID:** A unique identifier for each employee.
* **Name:** The employee’s full name.
* **Department:** The department or unit the employee belongs to, such as "Customer Service" or "Design."
* **Job Title:** The role or position held by the employee, such as "UI/UX Designer" or "Business Analyst."
* **Date of Joining:** The date the employee joined the company, useful for determining years of experience.
* **Salary:** The employee’s monthly salary.
* **Phone Number & Email:** Contact information for each employee.
* **Status:** Indicates whether the employee is still active within the company.
* **Classify Employees:** Clarifies whether the employee is a Junior or Senior.
* **The Rule:** Displays any benefits or policies that apply to the employee, such as "End-of-year bonus" or "Health insurance."

1. **Using Data Validation:**
   * I applied data validation on the **Department** column by creating a drop-down list.
   * I added instructional messages to several columns, such as:
     + **Salary column:** Must be numeric and greater than 0.
     + **Email column:** Must follow a valid format ([example@example.com](mailto:example@example.com)).
     + **Date of Joining column:** Cannot be in the future.
     + **Status column:** Can only be "Active" or "Inactive".
2. **Sorting & Filtering:**
   * I sorted the data by **Department** and **Date of Joining**.
   * I filtered employees who joined after a specific year.
3. **Conditional Formatting:**
   * I highlighted employees earning less than $3,000 in red.
   * I highlighted employees who joined in the last 6 months in green.
4. **Functions:**
   * I used **IF statements** to classify employees based on conditions.
   * I used **VLOOKUP** to pull department-specific rules from another sheet.

* *The purpose of this sheet is to consolidate personal and employment-related data in one place to facilitate administration, communication, and decision-making.*

**🏢 2. Worksheet: "DepartmentRules"**

This sheet contains a list of specific policies or benefits assigned to each department in the company. For example:

* The IT department receives “1 extra day off per month.”
* The HR department receives an “annual performance bonus.”
* The Sales department is eligible for “remote work options.”
* *This sheet highlights departmental policies, supporting fair and targeted resource allocation by management.*

**📊 3. Worksheet: "PivotTable\_numberEmployee"**

This pivot table calculates the number of employees in each department. For instance:

* Business Development: 2 employees
* Customer Service: 2 employees
* Design: 2 employees
* *This table provides a quick overview of how employees are distributed across departments, which supports hiring and resource reallocation decisions.*

**📆 4. Worksheet: "PivotTable\_DateOf\_Joining"**

This pivot table shows the number of employees based on their **joining date**, allowing the company to track hiring trends over time. For example:

* An employee joined on 2015-04-16
* Another employee joined on 2015-06-05
* *This helps analyze hiring frequency and understand organizational growth trends.*