# Employee Data Analysis using Excel

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# PROJECT TITLE

Employee Performance Analysis Based On Work location, Employee Type And FTE using Excel

# AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion

# PROBLEM STATEMENT

The purpose of Full-Time Equivalent (FTE) is to standardize the measurement of employee work hours, regardless of whether they work full-time or part-time, in order to better manage, allocate, and analyze workforce resources.

# PROJECT OVERVIEW

Employee analysis involves examining various aspects of the workforce to gain insights that can help in decision - making, improving efficiency, and enhancing employee satisfaction.

# WHO ARE THE END USERS?

- HUMAN RESOURCE DEPARTMENTS
- MANAGEMENT AND LEADERSHIP
- TEAM LEADERS AND SUPERVISORS
- EMPLOYEES
- EXECUTIVE LEADERSHIP
- BUSINESS ANALYSTS
- RECRUITERS

# OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING- REMOVE VALUES

PIVOT TABLE - SUMMARY OF EMPLOYEE PERFORMANCE

PIE CHART - FINAL REPORT

# Dataset Description

- EMPLOYEE DATA SET- NAN MUDHALVAN PORTAL

- 9 FEATURES IN EXCEL:

EMPLOYEE ID- ALPHANUMERIC(TEXT)
NAME- ALPHABETICAL(TEXT)
GENDER-ALPHABETICAL(TEXT)
DEPARTMENT -ALPHABETICAL(TEXT)
SALARY - NUMERICAL
START DATE - ALPHANUMERIC(TEXT)
FTE- NUMERICAL
EMPLOYEE TYPE- ALPHABETICAL(TEXT)
EMPLOYEE LOCATION- ALPHABETICAL(TEXT)

- 3 FEATURES USED:

WORKLOCATION - ALPHABETICAL(TEXT)
FTE- NUMERICAL
EMPLOYEE TYPE- ALPHABETICAL(TEXT)

# THE "WOW" IN OUR SOLUTION

- Effective data visualization makes it easier to present complex data in an engaging and understandable way.
- Well-presented data can have a significant impact on decision-makers, helping to drive change and innovation.

# MODELLING

- STEP -1

DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL.

- STEP -2

SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

- STEP -3
- FILTER FTE FROM A TO Z ORDER.

STEP -4

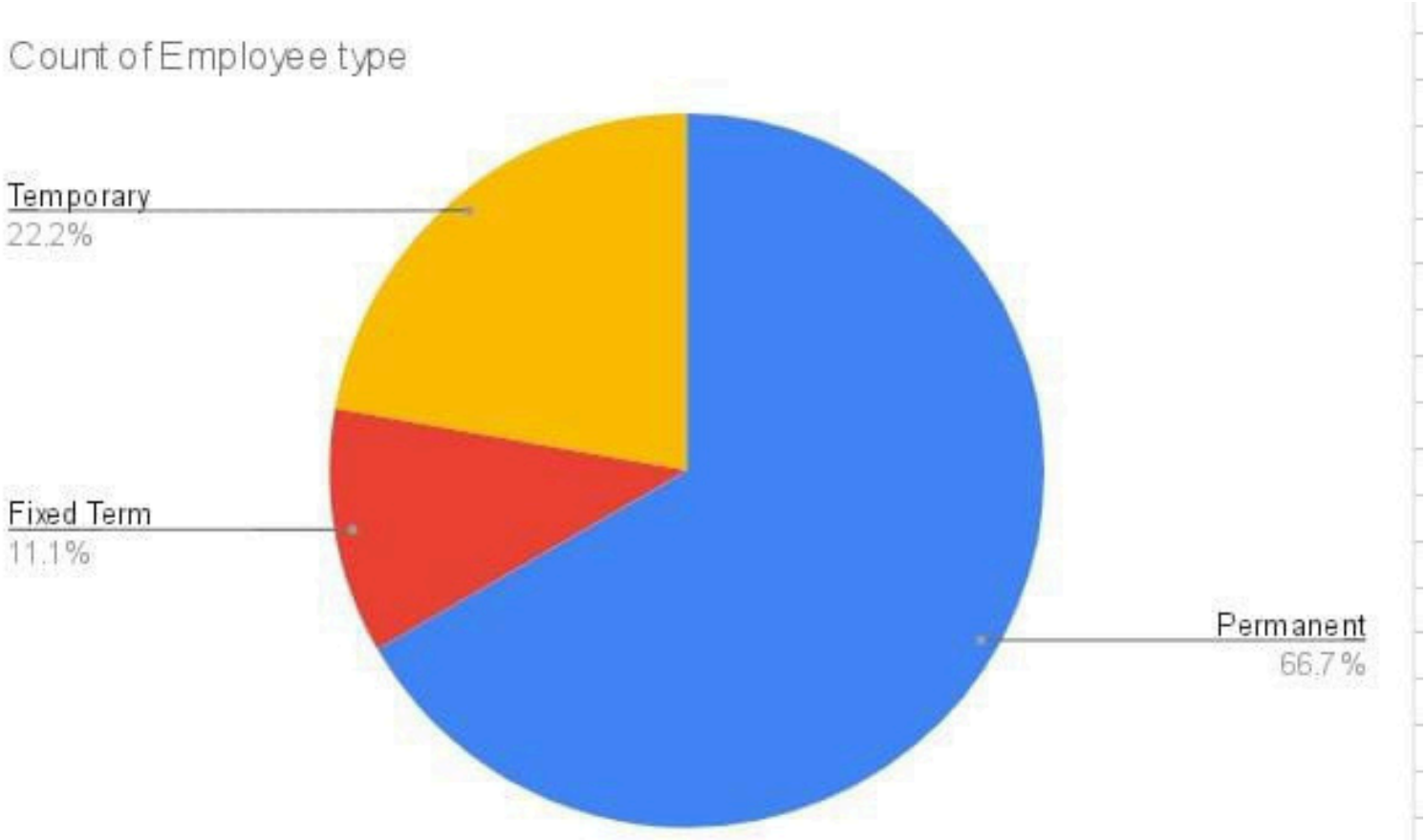
SELECT THE ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.

- STEP -5
  DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.
- STEP -6
  SELECT THE PIVOT TABLE AND CLICK ON INSERT.
- STEP-7
  NOW CLICK ON THE CHART THAT YOU WANT.
- STEP -8
  THE CHART IS CREATED.

# RESULTS
## 1.TABLE

| sum of FTE | column labels | | | | | |
|---|---|---|---|---|---|---|
| Row labels | Remote | Seattle | Hyderabad | wellington | columbus | Grand Total |
| Permanent | 20 | 8 | 6 | 5 | 27.7 | 66.7 |
| Fixed Term | 2.1 | 1.08 | 3 | 2.92 | 2 | 11.1 |
| Temporary | 5 | 4 | 6 | 3.1 | 3.1 | 22.2 |
| Grand Total | 28.1 | 13.08 | 15 | 11.02 | 32.8 | 100 |

# 2.PIE CHART


Count of Employee type
Temporary
22.2%
Fixed Term
11.1%
Permanent
66.7 %

# conclusion

Analyzing employee performance based on departments, employee type, and Full-Time Equivalent (FTE) using Excel provides crucial insights into workforce dynamics and organizational efficiency. By breaking down performance metrics across different departments, it becomes easier to identify areas of strength and those needing improvement. Evaluating employee types-such as full-time, part-time, and contract workers-helps in understanding their respective contributions and informs decisions on hiring and resource allocation. Additionally, analyzing performance in relation to FTE allows for a fair comparison across employees with varying workloads, ensuring a balanced assessment of productivity. Excel's powerful tools, such as pivot tables and charts, make it easy to visualize these insights, enabling data-driven decision-making that can lead to enhanced organizational performance and better strategic planning.