Address:_____ Phone:_____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															

Employee Attendance Data Analysis

Attendance Sheet

	Week 2					Week 3					Week 4					Week 5			
F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F

Introduction to Employee Attendance Analysis

Important Questions to be Answered

Who are the most disciplined and undisciplined employees and divisions?

When most employees are often late or absent?

Which heads of departments tend to forgive employees for lack of discipline? Are there any favorites for any heads of department?

Process

Data Understanding

Data Cleaning

Data Modeling

Data Analysis

Uncover Insights

Insights

5066

WORKING DAYS

97.75%

ATTENDANCE RATE

6.22%

LATE RATE

3.14%

EARLY OUT RATE

Total Number of Lates and Early Outs per Working Day

● Early Outs ● Lates

5066

WORKING DAYS

97.75%

ATTENDANCE RATE

6.22%
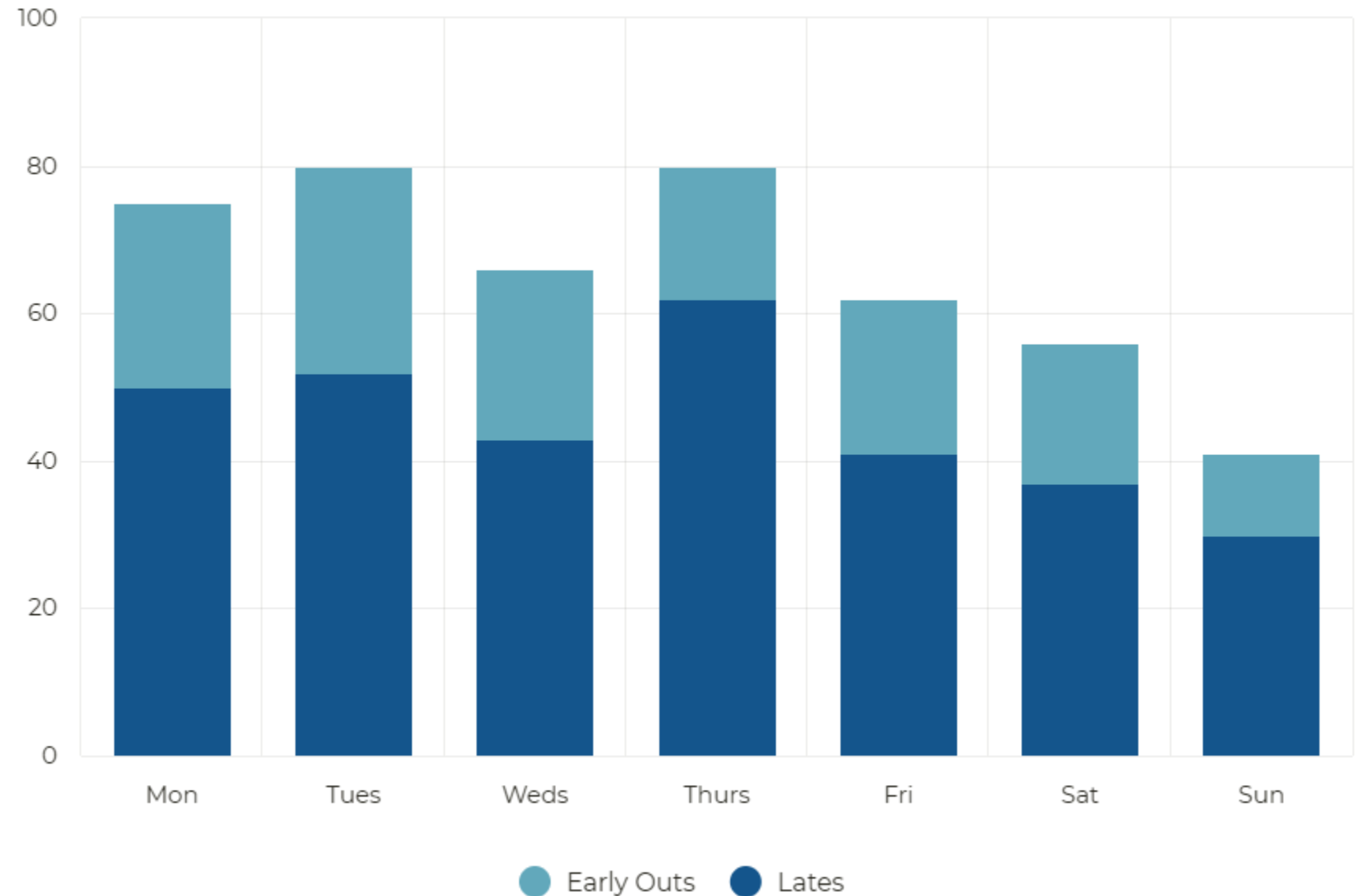
LATE RATE
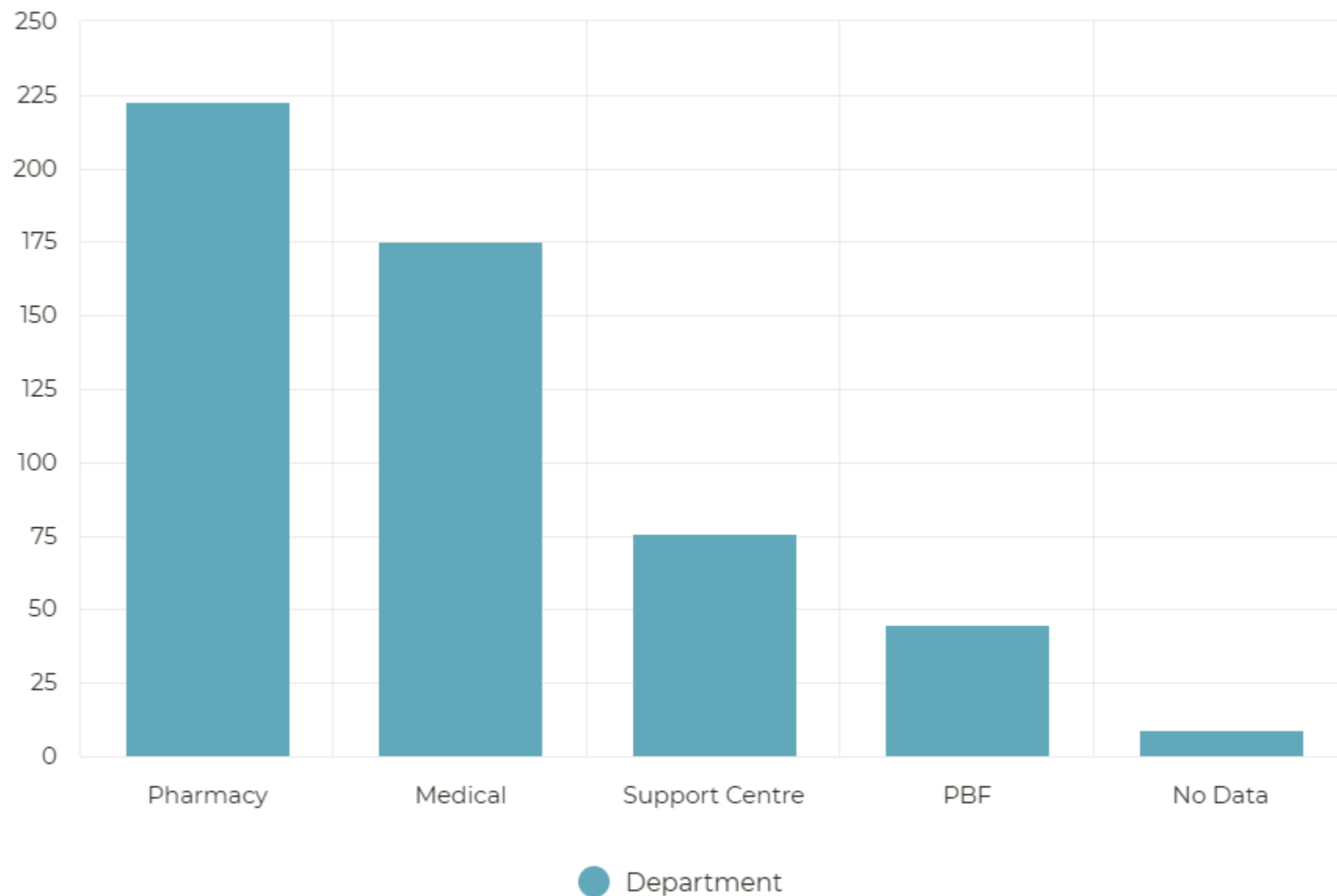
3.14%

EARLY OUT RATE

Late, Early Out and Leave Trend
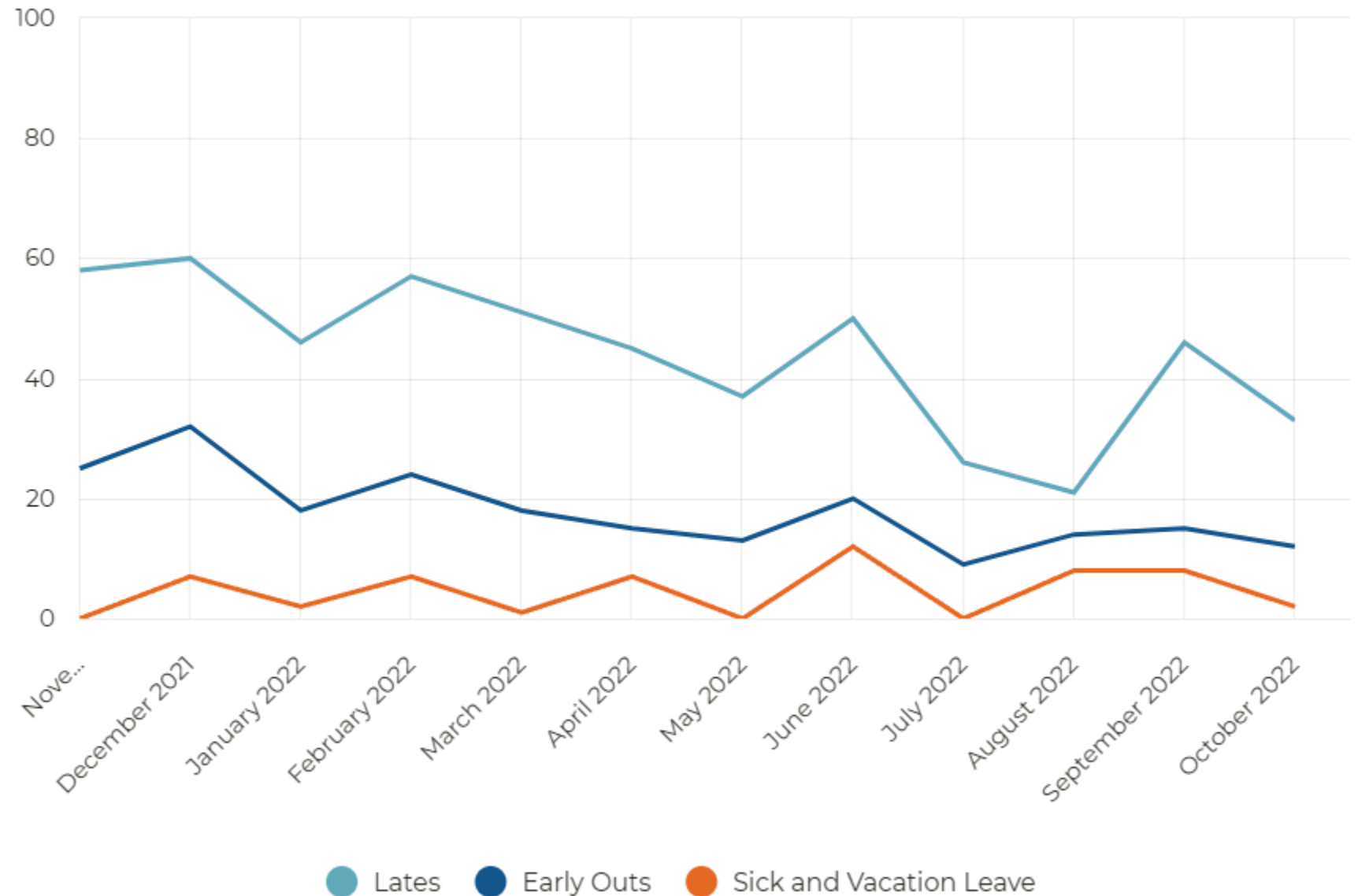
100

80

60

40

20

0

November... · December 2021 · January 2022 · February 2022 · March 2022 · April 2022 · May 2022 · June 2022 · July 2022 · August 2022 · September 2022 · October 2022

● Lates   ● Early Outs   ● Sick and Vacation Leave

40

AVERAGE LATE IN MINUTES

34.81

AVERAGE EARLY OUT IN MINUTES

54

TOTAL SICK AND VACATION LEAVE

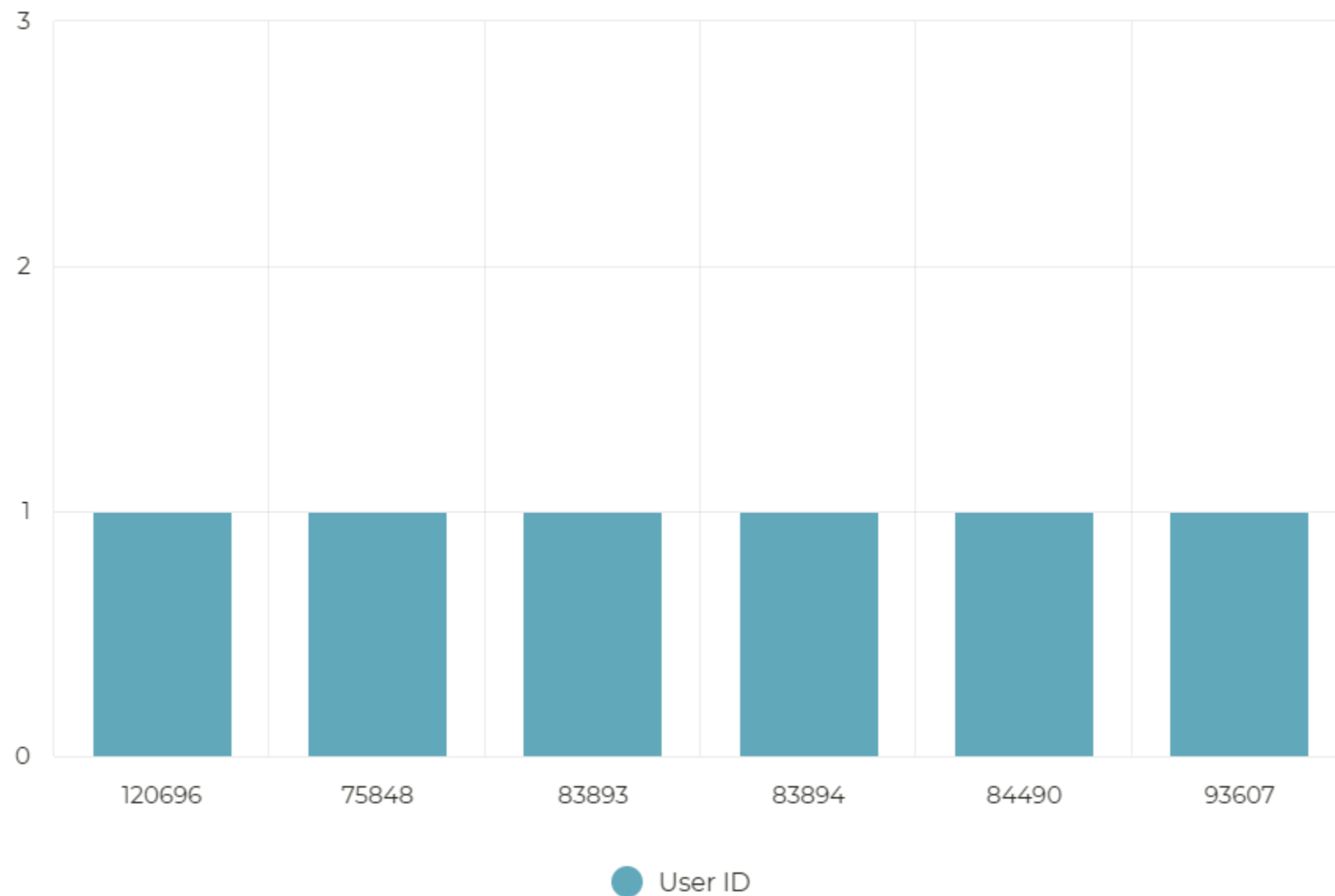Most Disciplined and Undisciplined Department

● Department

Most Disciplined Employees

40

AVERAGE LATE IN MINUTES

34.81

AVERAGE EARLY OUT IN MINUTES

54

TOTAL SICK AND VACATION LEAVE

● User ID

Most Undisciplined Employees

40

AVERAGE LATE IN MINUTES

—

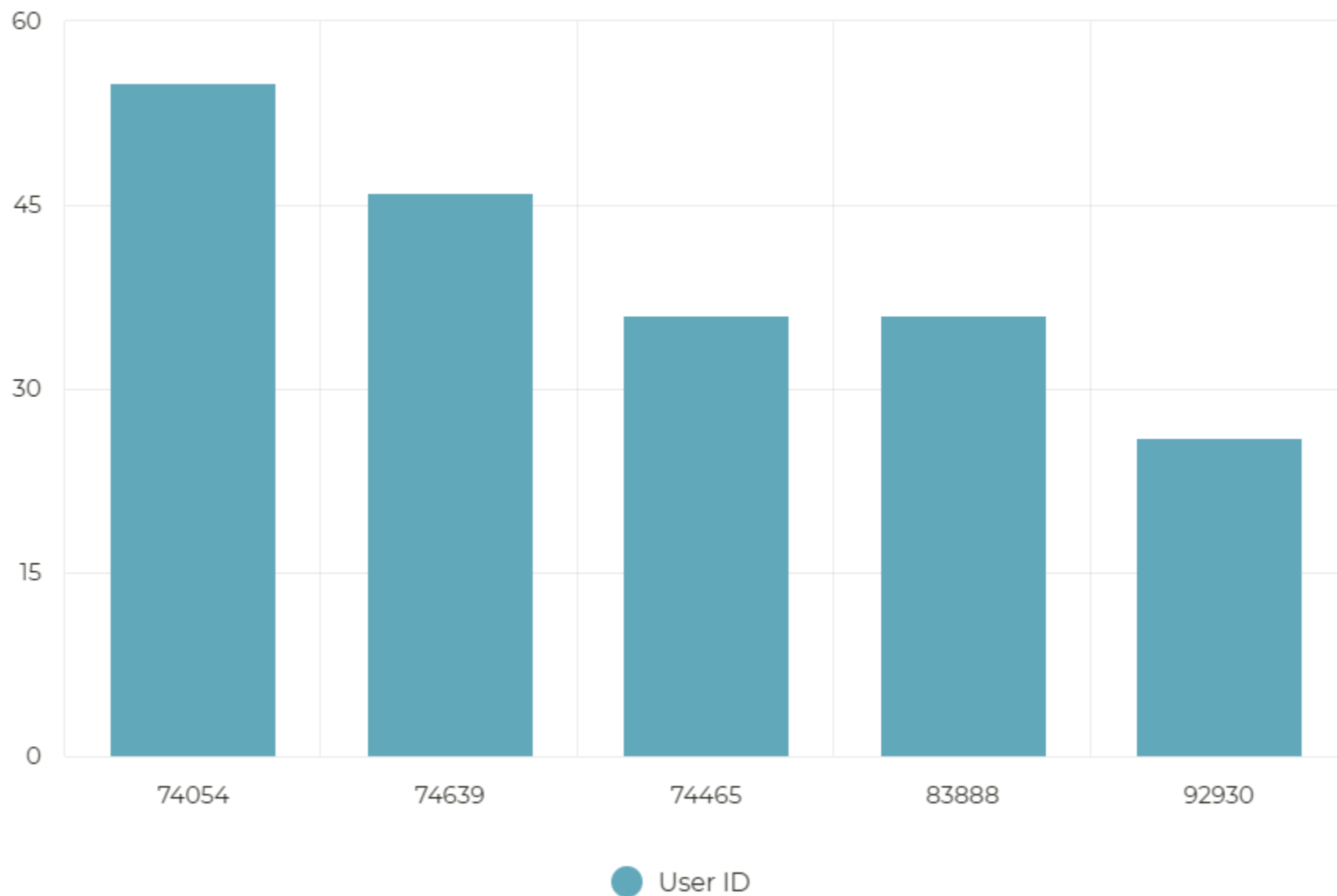**34.81**

AVERAGE EARLY OUT IN MINUTES

—

54

TOTAL SICK AND VACATION LEAVE

User ID

Important Questions to be Answered

Who are the most disciplined and undisciplined employees and divisions?

When most employees are often late or absent?

Which heads of departments tend to forgive employees for lack of discipline? Are there any favorites for any heads of department?

Important Questions to be Answered

Most Disciplined Division

No Data Department

1

LATES

8

EARLY OUTS

0

SICK AND VACATION

Most Undisciplined Division

Pharmacy

11

LATES

9

EARLY OUTS

1

SICK AND VACATION

9

3

1

Who are the most disciplined and undisciplined employees and divisions?

Most Disciplined Employees

user ids 121592, 120666, 75834, 74052

157916, 146166, 146182, 120694, 75839

75986

Most Undisciplined Employees

user ids 74054, 74639, 83888, 74465

92930, 74049, 74050, 83902 , 88357

79765

Important Questions to be Answered

When most employees are often late or absent?

Lates By Workdays

Thursday	Tuesday	Monday
62	52	50

LATES

Lates By Month

February	March
3	33

LATES

3

Most Absences By Month

June 2022

1

ABSENCES

2

Important Questions to be Answered

Most Undiciplined Deparment

Pharmacy

Which heads of departments tend to forgive employees for lack of discipline? Are there any favorites for any heads of department?
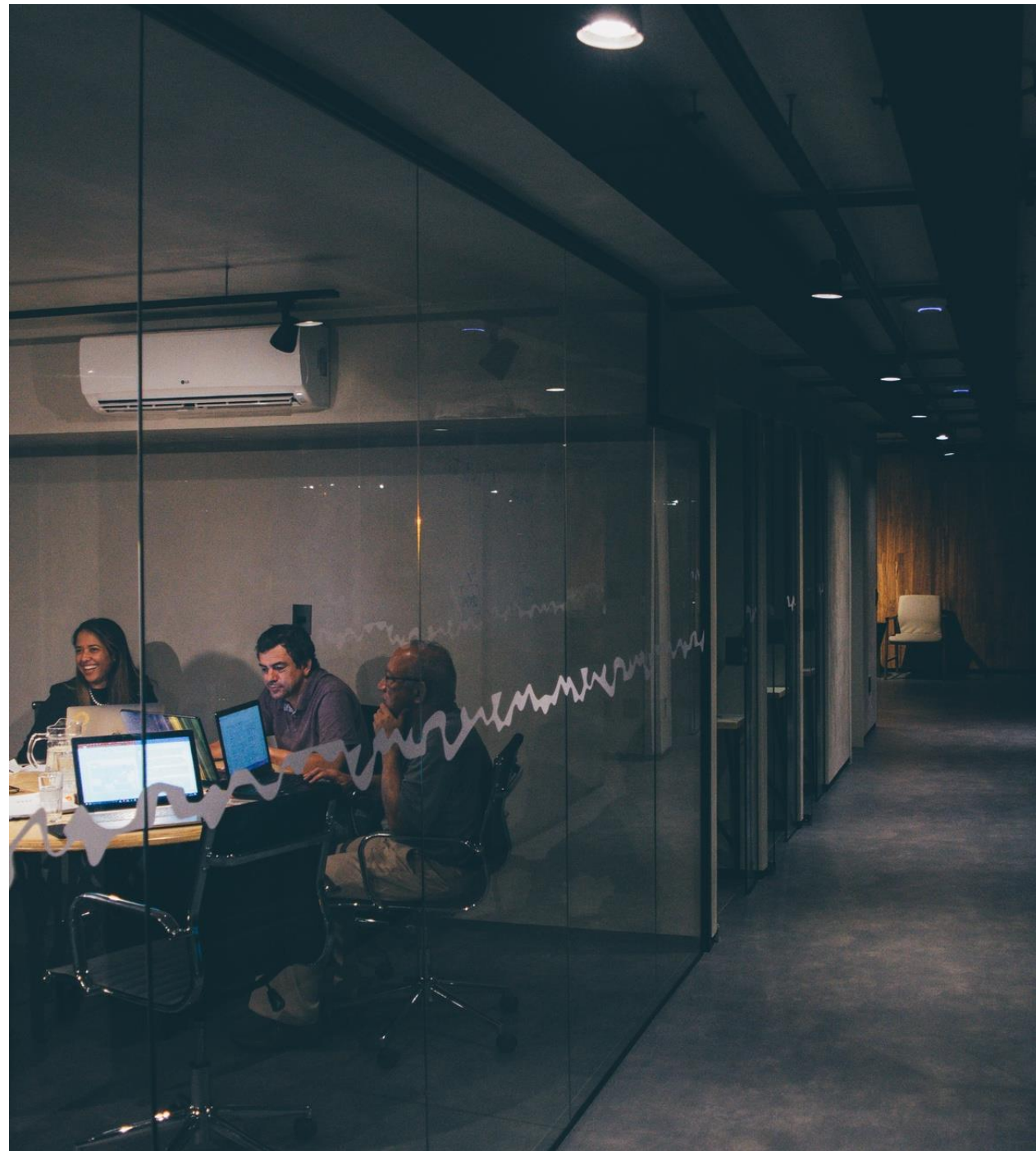
Employee with the most Lates, Early Outs, and Absences

user id 74739

user id 74465

user id 74049

43

26

18

LATES

EARLY OUTS

ABSENCES

Recommendation

Review Department Performance
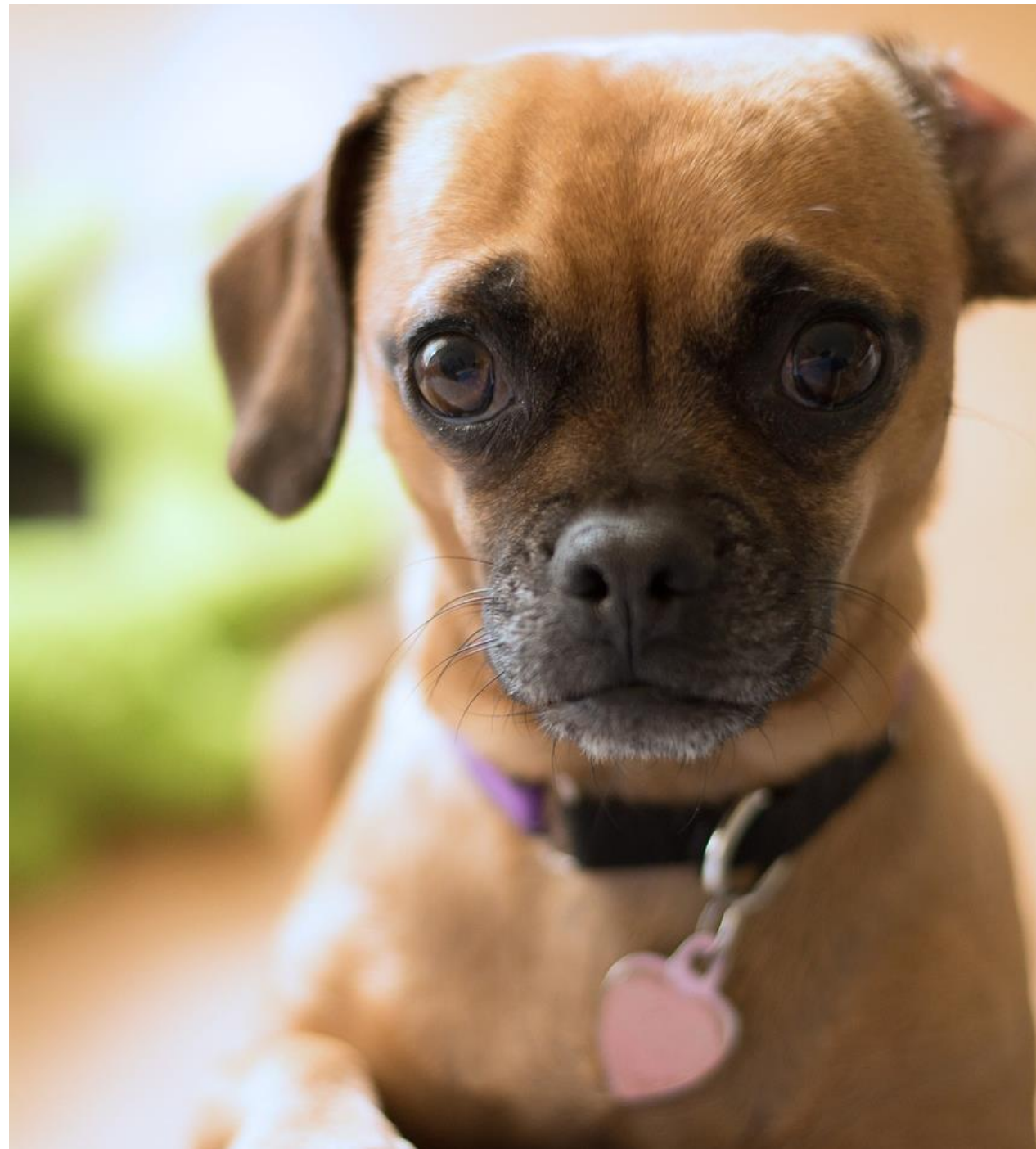
Workday Reminder

Monthly Meetings

Individual Counseling

Depatments and Forgiveness

Time Management Awareness

Policy Improvement

Punctuality Importance

Giving Incentives

Celebrate Success

Our Team

John Nicolas

Data Analyst

Thank You!