

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 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|           |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

# Analysis on Employee Attendance and Tardiness

[illegible]

# Introduction to Employee Attendance and Tardiness Analysis

# Important Questions to be Answered



Who are the most disciplined and undisciplined employees and divisions?

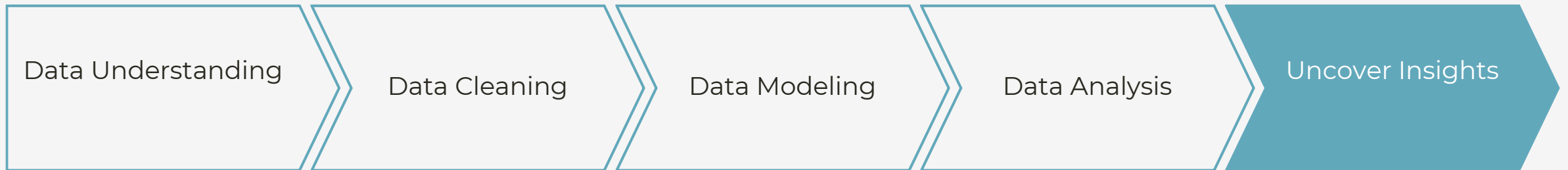


When most employees are often late or absent?



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

# Process





# Insights

5060

WORKING DAYS

97.71%

ATTENDANCE RATE

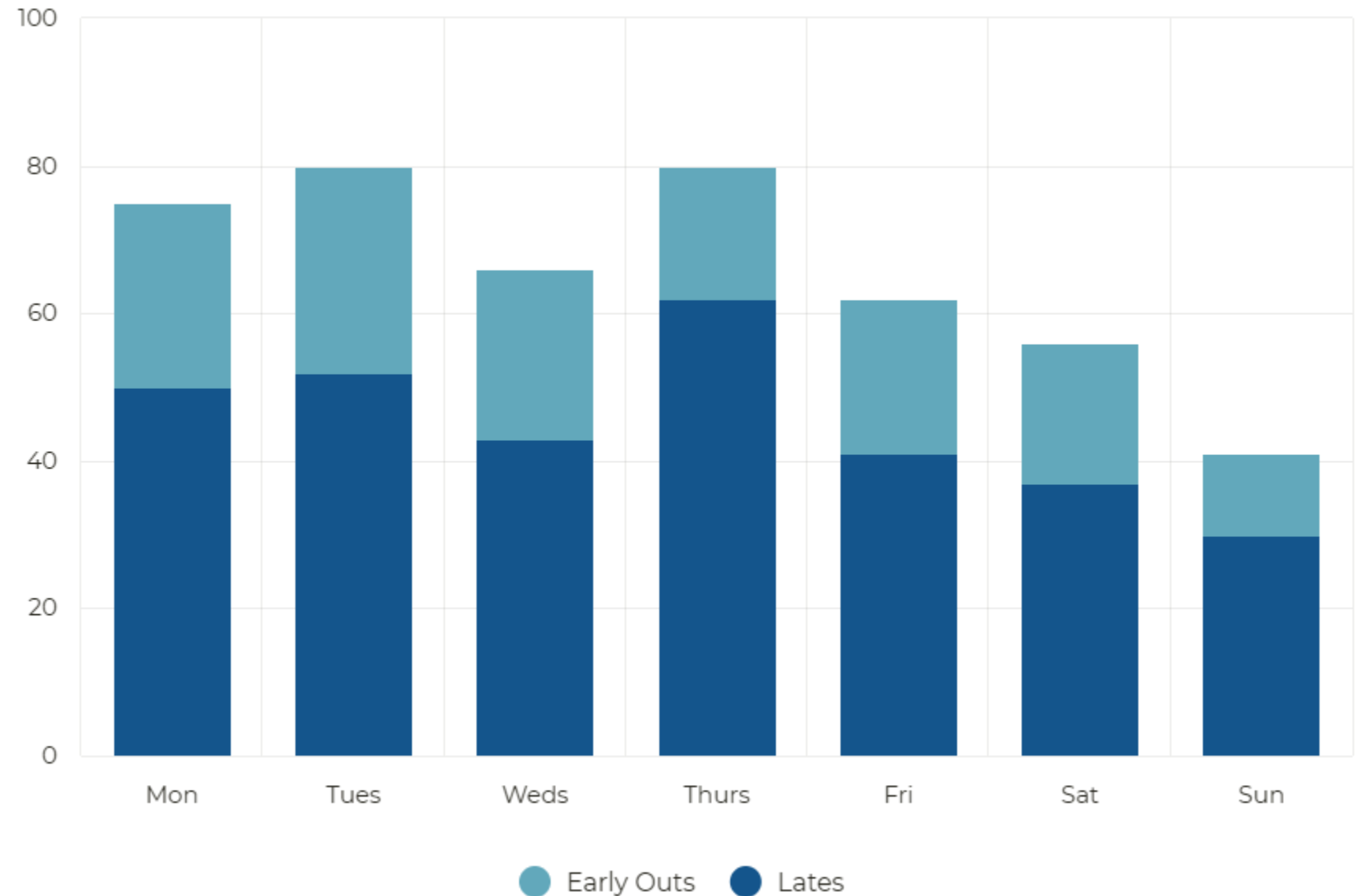
6.29%

LATE RATE

3.16%

EARLY OUT RATE

Total Number of Lates and Early Outs per Working Day



5060

WORKING DAYS

97.71%

ATTENDANCE RATE

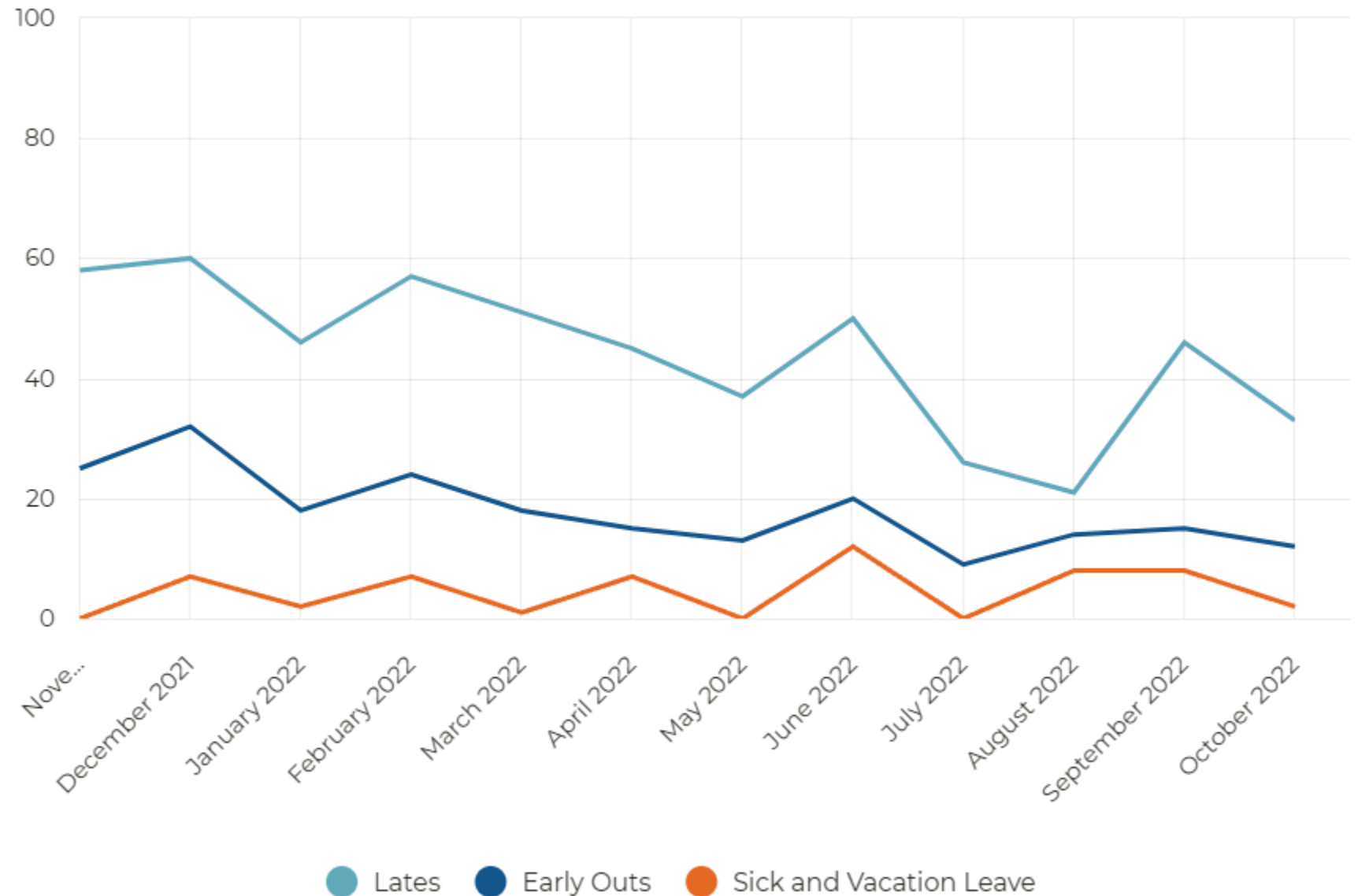
6.28%

LATE RATE

3.16%

EARLY OUT RATE

Late, Early Out and Leave Trend



39

AVERAGE LATE IN  
MINUTES

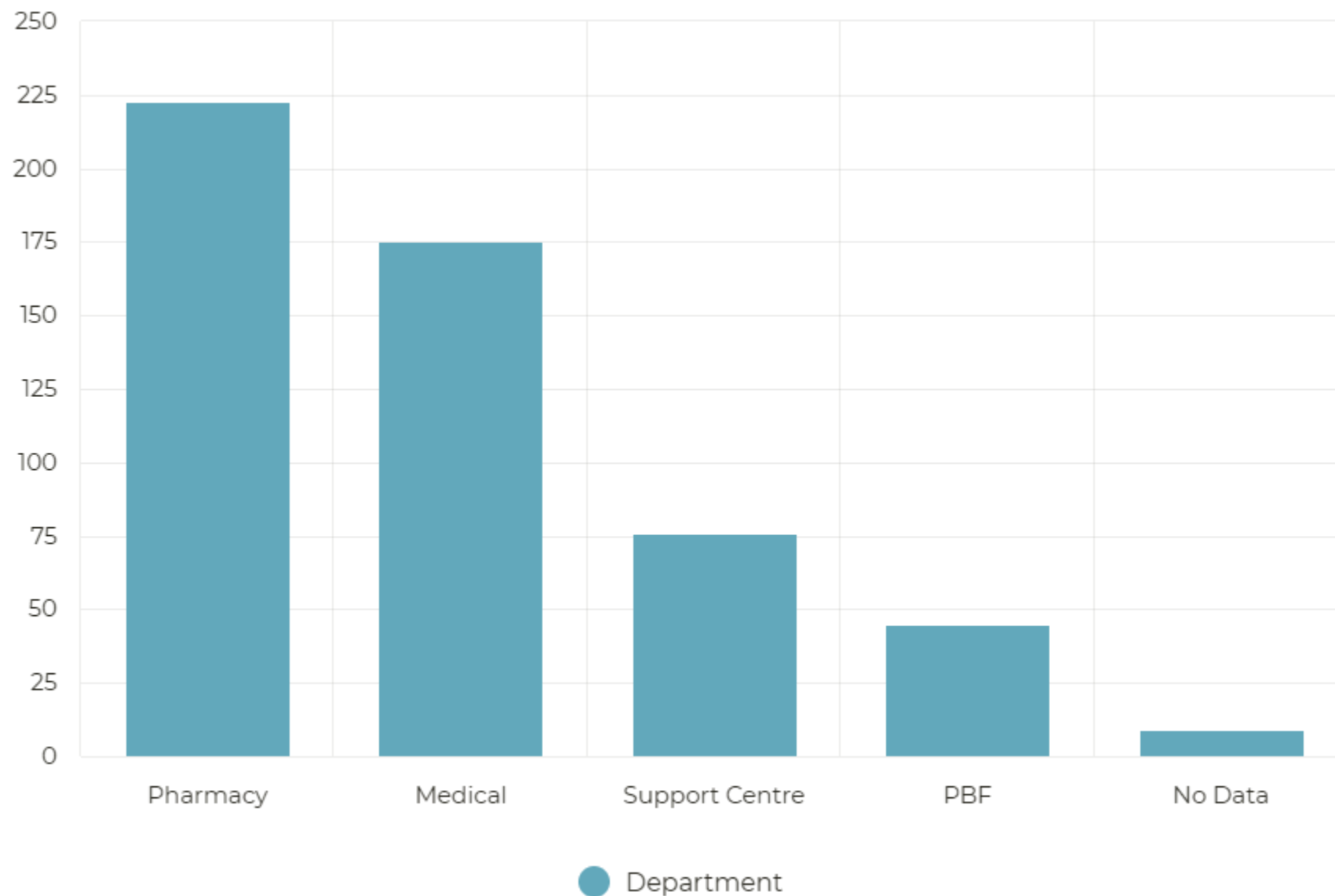
33.37

AVERAGE EARLY OUT IN  
MINUTES

52

TOTAL SICK AND  
VACATION LEAVE

Most Disciplined and Undisciplined Department





39

AVERAGE LATE IN  
MINUTES

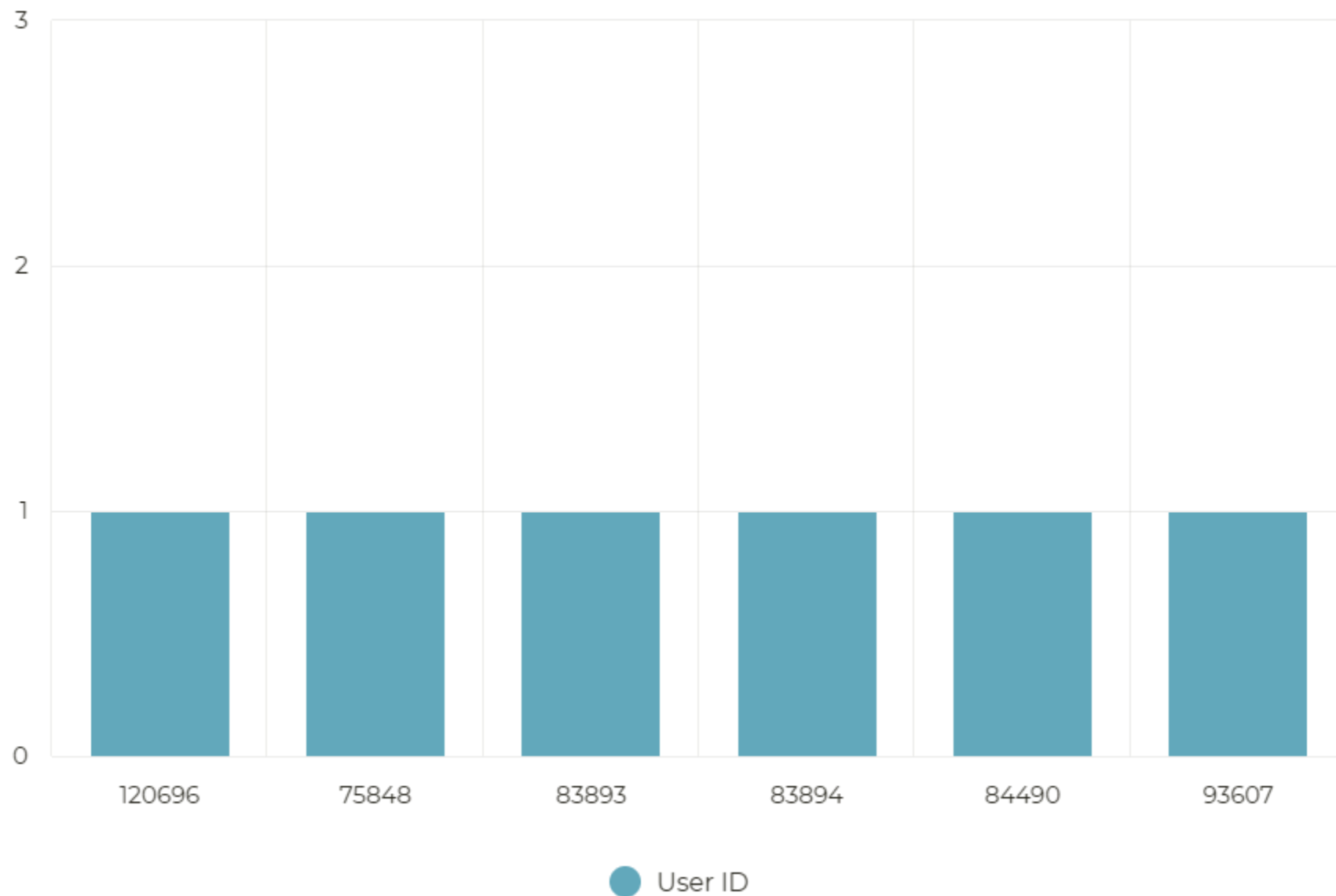
33.37

AVERAGE EARLY OUT IN  
MINUTES

52

TOTAL SICK AND  
VACATION LEAVE

Most Disciplined Employees



39

AVERAGE LATE IN  
MINUTES

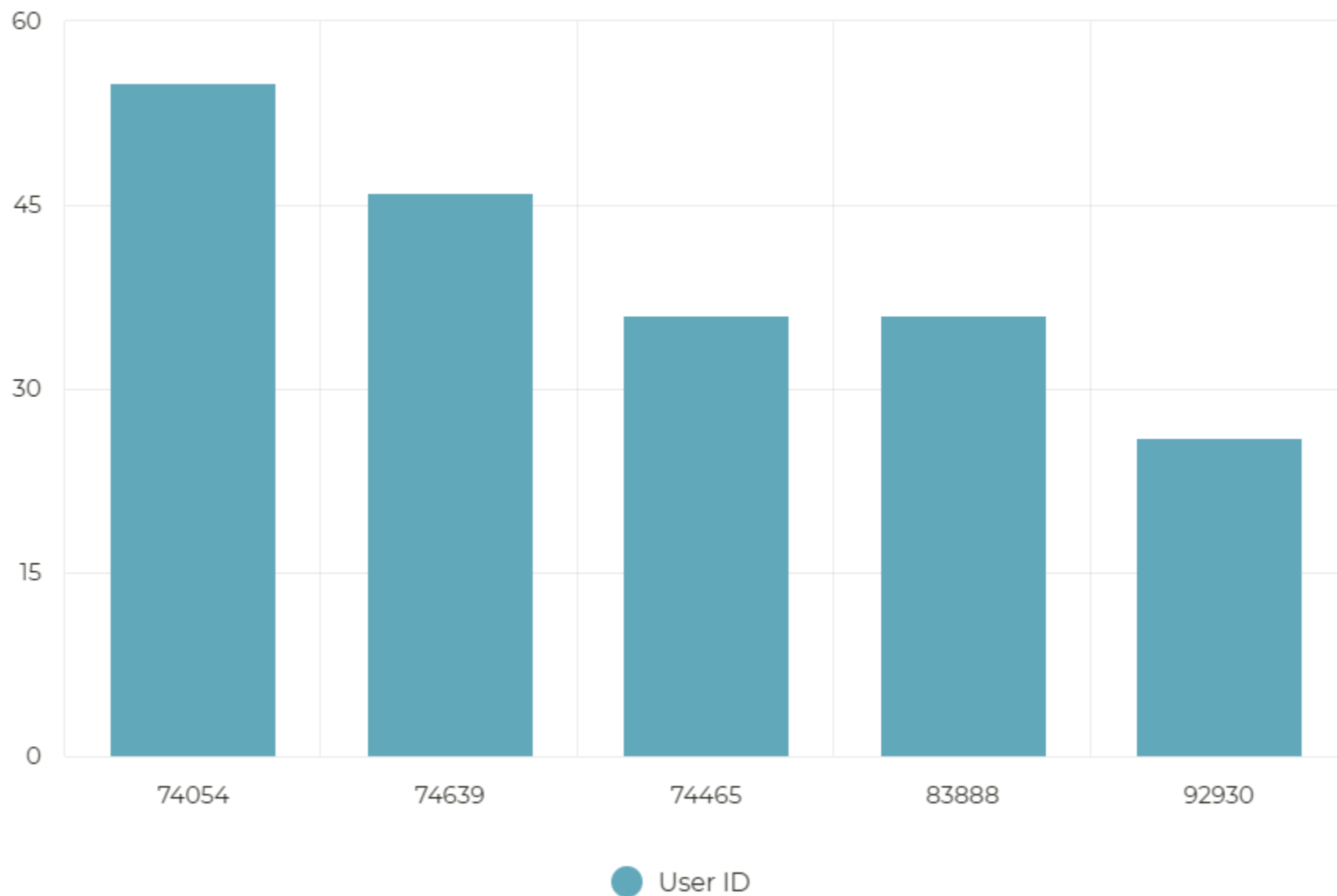
33.37

AVERAGE EARLY OUT IN  
MINUTES

52

TOTAL SICK AND  
VACATION LEAVE

Most Undisciplined Employees



# 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?

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  
**64**

Tuesday  
**53**

Monday  
**50**

LATES

## Lates By Month

March  
**34**

LATES

## Most Absences By Month

June 2022

**12**

ABSENCES

# Important Questions to be Answered

## Most Undisciplined Department 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  
43

LATES

user id  
74465  
26

EARLY  
OUTS

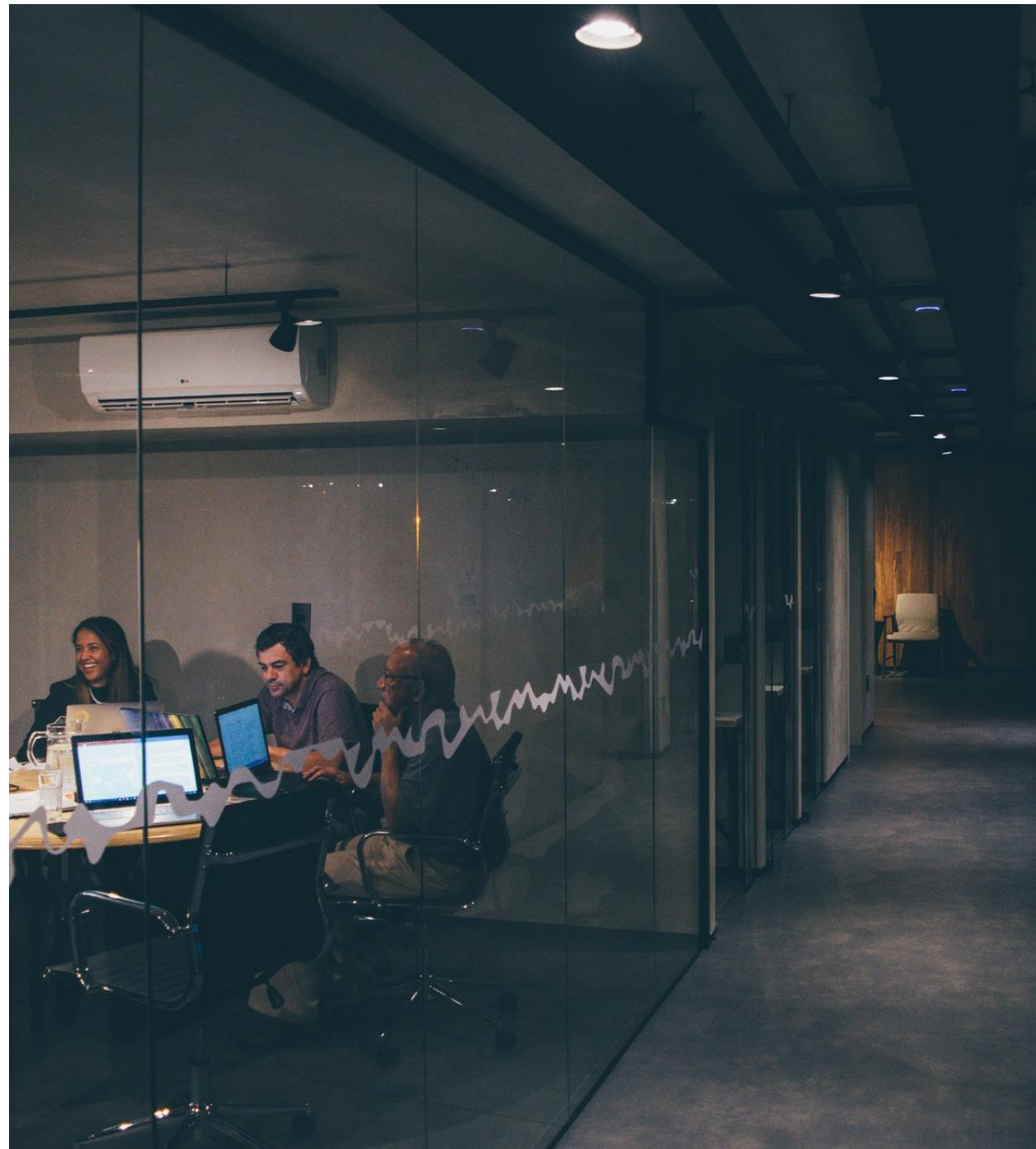
user id  
74049  
17

ABSENCES



# Recommendation

# Review Department Performance





# Workday Reminder



# Monthly Meetings

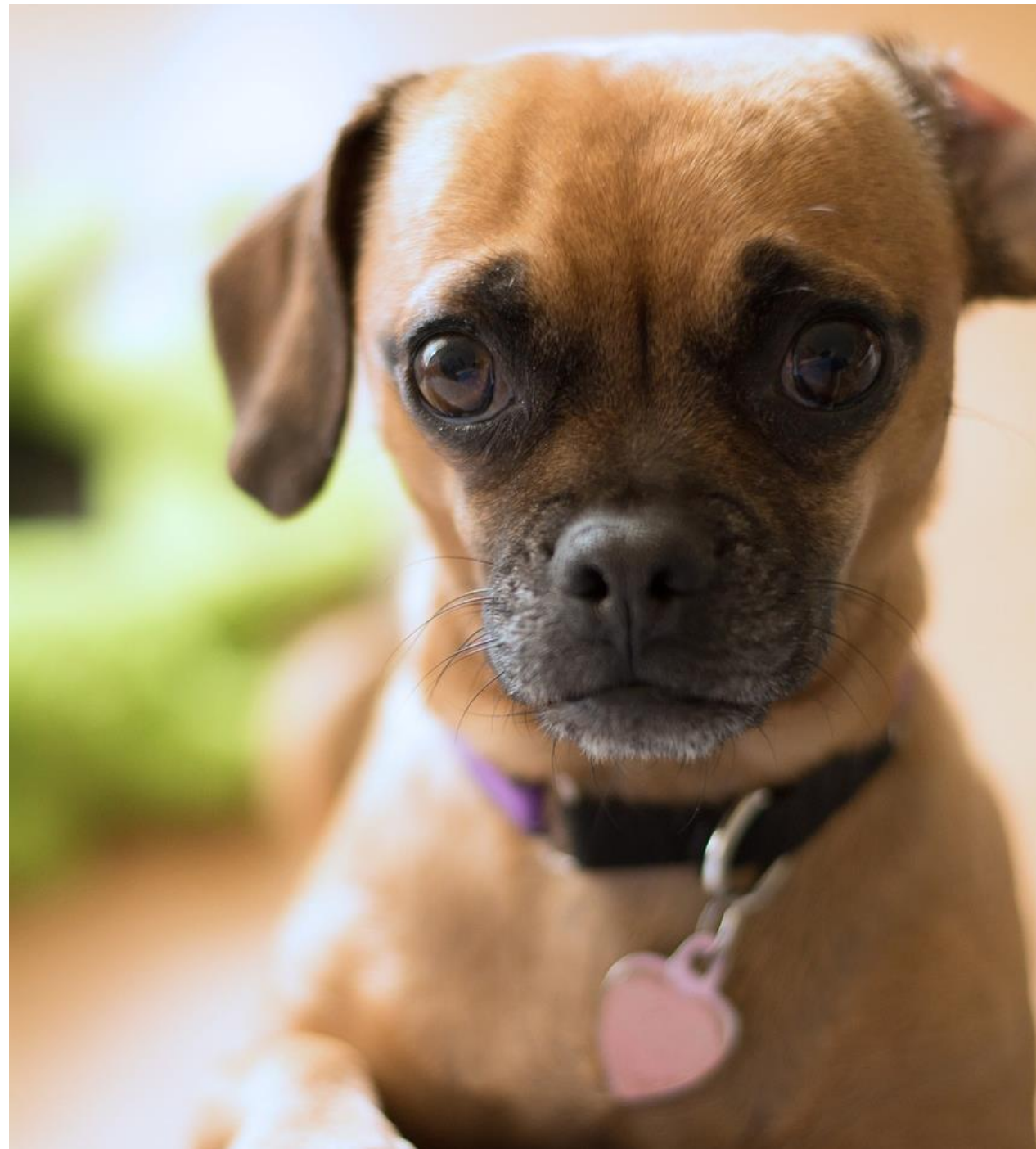


# Individual Counseling





# Departments and Forgiveness



# Time Management Awareness



# Policy Improvement



# Punctuality Importance





# Giving Incentives





# Celebrate Success



# Data Analyst Team



John Nicolas

Data Analyst

**Thank You!**

