**Employee Data Analysis using Excel**

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**PROJECT**

**TITLE**



**Employee Performance Analysis**

**using Excel**

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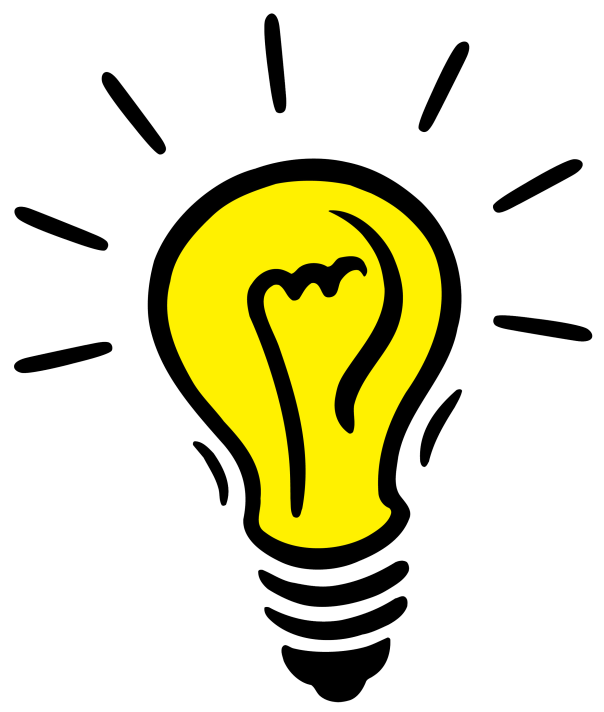
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# PROBLEM STATEMENT

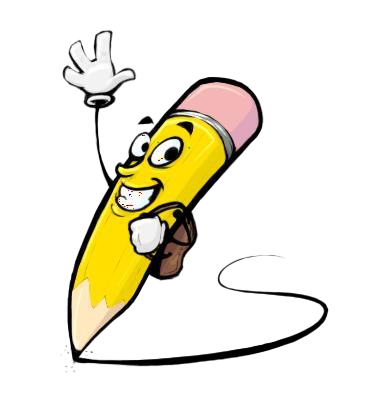
•**Current Situation:** The company seeks to implement a fair and motivational bonus structure for its employees.



•**Challenge:** Ensure that bonus distribution aligns with the company's equity principles and rewards outstanding performance.

# PROJECT OVERVIEW

•**Objective:** Establish a structured bonus system that acknowledges and rewards the efforts of male and female staff members.



•**Scope:** This project involves defining and communicating the bonus amounts and ensuring the process is transparent and equitable.

**WHOARETHEENDUSERS?**

•**Target Audience:** Male and female staff members across all departments.

•**Impact:** Employees will understand the bonus distribution criteria and feel valued for their contributions.

## OUR SOLUTION AND ITS VALUE PROPOSITION

•**Rationale:** This structure aims to recognize and incentivize performance while also addressing potential gender-related compensation disparities.

•**Proposed Bonus Structure:**

|  |  |
| --- | --- |
| 5 | 5000 |
| 4 | 4000 |
| 3 | 3000 |
| 2 | 2000 |
| 1 | 1000 |

# Dataset Description

➢ Employee Data Set = Edunet Dashboard ➢ 9 Feature they are provided. ➢ 5 features are taken to data analysis ➢ They are:

1. Emp Id = Value & Number
2. Name = Text
3. Gender = Male, Female
4. Employee Rating = numerical value
5. Bonus = 5-5000,4-4000,3-3000,2-2000,1-1000.

## THE "WOW" IN OUR SOLUTION

•=IF(J2=5,5000,IF(J2=4,4000,IF(J2=3,3000,IF(J2=2,

2000,IF(J2=1,1000)))))

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# MODELLING

**COLLECTION OF DATA SET :**

* The data was collected from the edunet dash board
* And all the data was alignment and there are 7 features are given
* In these 7 features as that I was selected the 3 features to analysis the employee rating form the employee data base.

**FEATURES COLLECTING:**

* In the data base their was an blank cell are in the data
* To remove the blank cell first used the conditional formatting tool used to highlight the black cell with the filling of color



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* After filling with the color of the blank cell .
* With the help of the slicer & filter option removed the blank row and color in the dataset.

**DATA HIGHLIGHTING:**

* In the given 7 features we have to highlight the feature which we have to analysis the date ➢ Emn Id, name, gender, employee type , increment amount.

**RATING LEVEL CALCULATION:**

* The increment amount are calculated by the formula of

=IF(J2=5,5000,IF(J2=4,4000,IF(J2=3,3000,IF(J2=2,2000,IF(J2=1,1000))))).

* The value of bonus is based on employee job rating. if employee has 5 rating if he/she will get 5000 as bonus, if employee has 4 rating if he/she will get 4000 as bonus, if employee has 3 rating if he/she will get 3000 as bonus , if employee has 2 rating if he/she will get 2000 as bonus , if employee has 1 rating if he/she will get 1000 as bonus.

**PIVOT TABLE:**

* In the pivot table they are used to summarize the data which are provided in the data set.
* The important column are selected in the pivot table are Emn Id, name, gender, employee type, increment amount.
* They are customize in the pivot table option

Bonus =Rows

Gender= Column

Name= Filter

Count of job rating = Values

**GRAPH CHART :**

* In the analysis the important thing we have to insert the graph chart .
* The recommended chart we can select the data are shown in the data.
* In the graph chart they are shown the trend line of the data set which we have selected in the table
* In all the data are selected and we have to name the graph chart of the data “ bonus amount of employee on salary”
* each and every line and diagram are provided in the chart

**SLICER& FILTER:**

* in the slicer and filter they are provided the summarizing the data in the short list.
* In these are provided under the heading are in the greater of the option .
* After selecting the dialogue box the new box will appear and select which data are used to provided under the pivot table.
* The data are provided in the pivot table , graph chart, slicer.

# RESULTS

0

0.5

1

1.5

2

2.5

3

3.5

4

4.5

Female

Male

1000 2000 3000 4000 5000 (blank)

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# FINDINGS

**Findings:Equity Considerations:** The proposed bonuses is based on employee’s work performance and job rating.

**Impact Assessment:** Initial feedback and analysis suggest that the proposed bonus amounts are well-received and align with performance expectations.

# conclusion

•**Summary:** Implementing a bonus structure aligns with company goals of fair compensation and performance recognition.

•**Next Steps:**

•**Communication Plan:** Clearly communicate the new bonus structure to all employees.

•**Feedback Mechanism:** Establish a process for collecting employee feedback and addressing any concerns.