Employee Salary Details for Excel Dashboard

Project Objective:

The objective of this project is to analyze organizational employee data to identify performance trends, salary and improvement opportunities, supporting better decision-making for HR management.

Problem Statement:

Many companies rely on Excel sheets to maintain employee salary records, but manual entry and lack of structured validation often led to errors such as duplicate records, incorrect salary calculations, missing payroll fields, inconsistent formatting, and difficulty in tracking department-wise salary expenses. HR and finance teams struggle to derive quick insights like salary distribution, payroll trends, compensation gaps, and overall salary statistics.

Dataset Description:

This dataset contains detailed information about employees joining an organization.
It consists of **151 records** and **9 columns**.

Attribute (Column/Features) Description:

Attribute Name	Data Type	Description
Employee Id	String and Numeric (General)	Include all employee Id
Name	String (Text)	Identify Employee names
Department	String (Text)	Specify 6 department
Country	String (Text)	Specify 6 country
Salary	Numeric (Integer)	According to Department
Date of joining	Date (DD/MM/YY)	Represents the day when date of joining
Performance Rating	Numeric (Integer)	The act of doing
Gender	String (Text)	Gender intimated
Email-id	String and symbol	Our own id

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Tools and Technologies:
- **Excel:** Data cleaning, transformation, Pivot Tables, Pivot chart, Slicer, Dashboard.

Data Pre-Processing Excel:

Task Performed:

- Data Cleaning and Transformation
- **Trim** and **clean**, remove duplicates for Employee Id
- Trim and clean, using "**Isblank**" condition for Name column to fill **Unknown**
- Use **Proper** case function and **Find and Replace or Substitute** Human Resource→HR, it→IT.
- Country column using **Substitute** function to fill **Unknown**
- Salary column to fill **N/A** values
- Date of joining using **date** format
- Performance Rating empty cell using **zero** values
- Gender and Email id column empty cell using **Unknown**
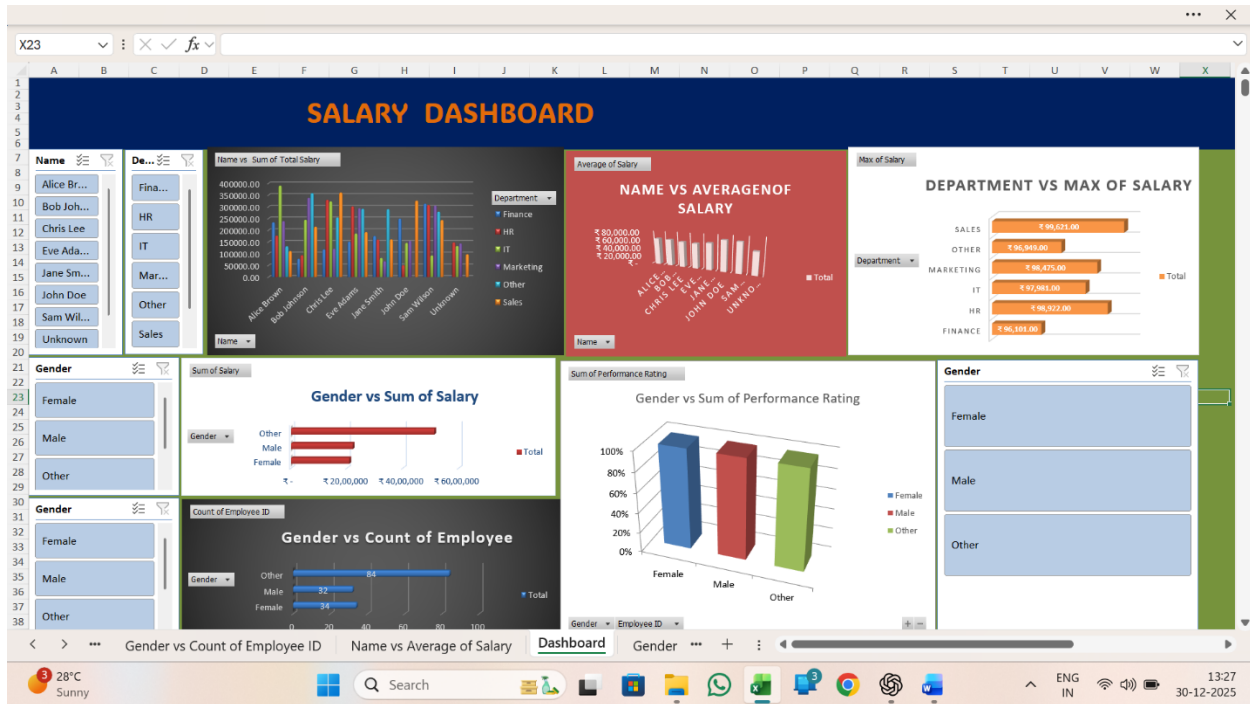- Salary column using Descriptive statistics

Visualization and Dashboard:

Pivot table:

- Department vs Max of Salary→insert Department slicer
- Gender vs Sum of Perform Rating→insert Gender slicer
- Name vs Average of Salary→insert Name slicer
- Gender vs Count of Employee ID→insert Gender slice
- Gender vs Sum of salary
- Name vs Sum of Total Salary

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Dashboard:

Insights and Conclusions:

Key Findings:

- The highest salary is received by senior roles such as Managers and Team Leads.

- The highest salary **amounts ₹ 99,621** by Sales Department.
- The highest salary country **INDIA**
- **Duplicate salary records were found and removed** during data preprocessing, improving data accuracy.

- The **IT department has the highest total payroll amounts ₹ 97,981**, indicating major workforce allocation in technical roles and **Performance Rating 5.**

- Salary distribution analysis shows **recent hiring growth after 2020**, increasing payroll costs.

Conclusion:

The analysis of the employee dataset provided meaningful insights into performance rating and employee satisfaction. Through descriptive analytics, we identified patterns related to employee distribution by department and salary levels.