loyee Data Analysis using Excel

STUDENT NAME:Megana G
REGISTER NO:96DCA57CF33BA1DAD6548F6030579DFE
DEPARTMENT:3rd BCom Accounting and finance
COLLEGE:Shri krishnaswamy college for women

PROJECT TITLE

Employee aattendance and absence analysis

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

High levels of employee absenteeism have been observed across various departments, negatively impacting overall productivity, team dynamics, and company profitability. Understanding the root causes of absenteeism, including factors such as job satisfaction, workplace environment, health issues, and personal circumstances, is crucial.

PROJECT OVERVIEW

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The goal of this project is to develop an automated and data-driven system to analyze employee attendance and absence patterns within an organization. By leveraging data analytics and reporting tools, the system will help identify trends, uncover root causes of absenteeism, and support management in making informed decisions to improve employee engagement, productivity, and operational efficiency

WHO ARE THE END USERS?

HR Managers and HR Department:

Team Leaders and Department Managers

Senior Management and Executives:

Payroll Administrators

Compliance Officers:

OUR SOLUTION AND ITS VALUE PROPOSITION

Conditional formatting- Missing values

Filtering- Remove blank cells

Formula- Performance for (very high, high, medium)

Pivot table- Summarizing datasets

Graph- Data visualisation

Dataset Description

Employee dataset source- KAGGLE

Total 10 features

7 features used

Employee group
Annual leave
AWOP
Casual leave
Study and exam leave
Family responsibility
Interdiction

THE "WOW" IN OUR SOLUTION

Pivot table - Summarizing the datasets

Conditional formatting - Used to minimize the values

MODELLING

DATA COLLECTION

I collected the data from kaggle website

Load the collected to excel

FEATURE COLLECTION

collected the feature about the employee data set such employee id , employee name, Gender, Department, FTE, employee type, salary, location, starting date

DATA CLEANING

Select the Data Range: Click on the top-left cell of your data and drag to select the entire range, or use Ctrl + A to select all datat

Go to the Data Tab: Click on the "Data" tab in the ribbon.

Remove Duplicates: Click on "Remove Duplicates" in the Data Tools group. Select the columns where you want to check for duplicates and click "OK.
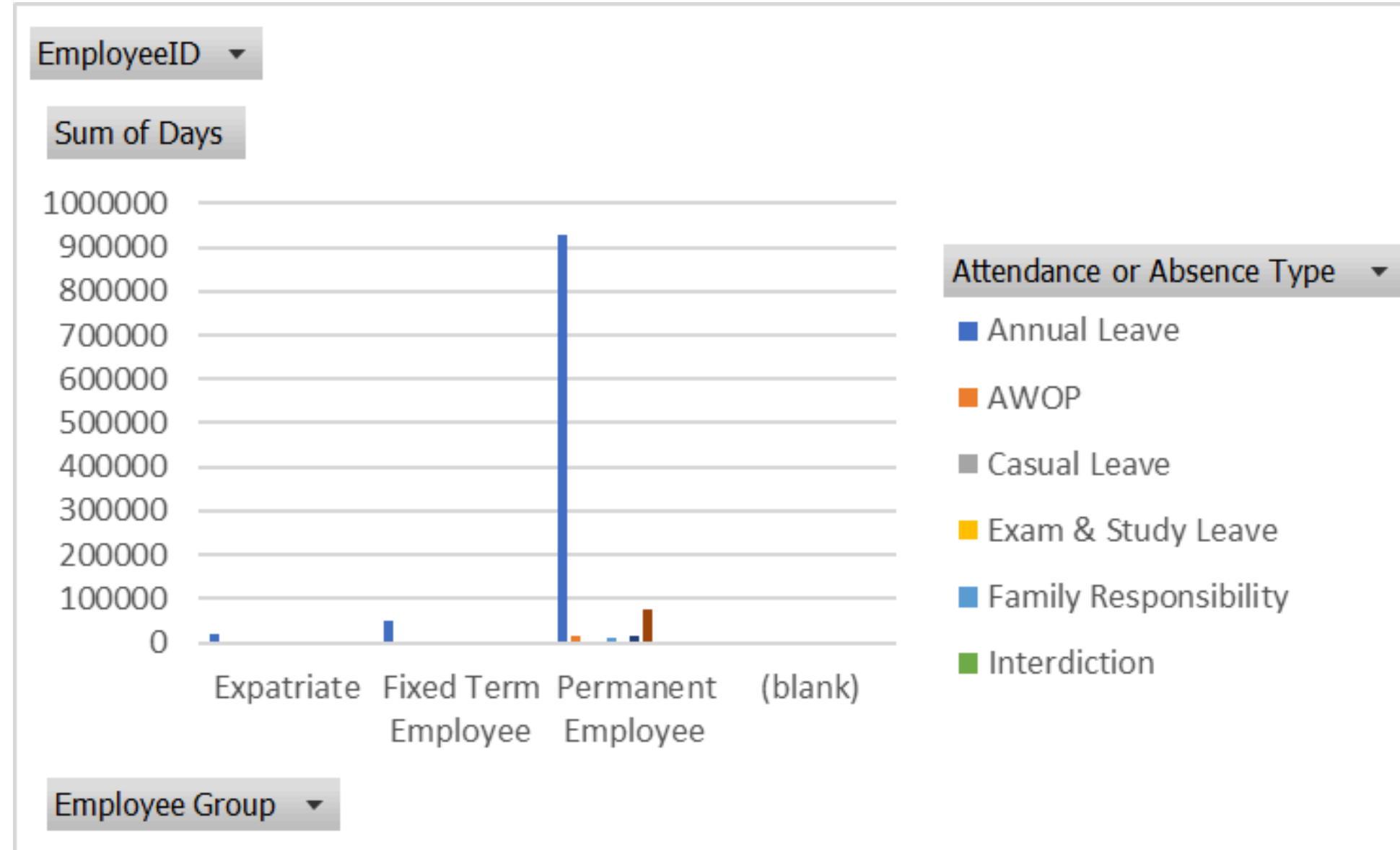
SUMMARY

here i given the summary about the employee in FTE and i visualizing the data using the pivot table and create the graph

VALIDATION

validation is a process of Data analysis using the excel include the pivot table

RESULTS

conclusion

In conclusion, the analysis of employee attendance and absence reveals critical insights into workplace patterns, productivity, and employee well-being. High absenteeism often indicates underlying issues such as job dissatisfaction, health concerns, or inadequate workplace policies, which can negatively impact productivity and increase operational costs. Identifying trends and root causes is essential for developing targeted strategies to improve attendance, such as enhancing employee engagement, revising policies, and promoting work-life balance. Effective management of attendance through these strategies can foster a more motivated and productive workforce, ultimately contributing to a healthier organizational culture. Regular monitoring and proactive measures are necessary to sustain positive attendance trends and address emerging challenges promptly.