Employee Data Analysis using Excel

STUDENT NAME: MELVIN MANO.D
REGISTER NO: 122204484& asunm171112204484
DEPARTMENT: B.COM (CORPORATE SECRETARYSHIP)
COLLEGE: S.A COLLEGE OF ARTS & SCIENCE

PROJECT TITLE

Employee Performance Analysis using Excel

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

• **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.

WHO ARE THE END USERS?

•**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)))))

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

➢ 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
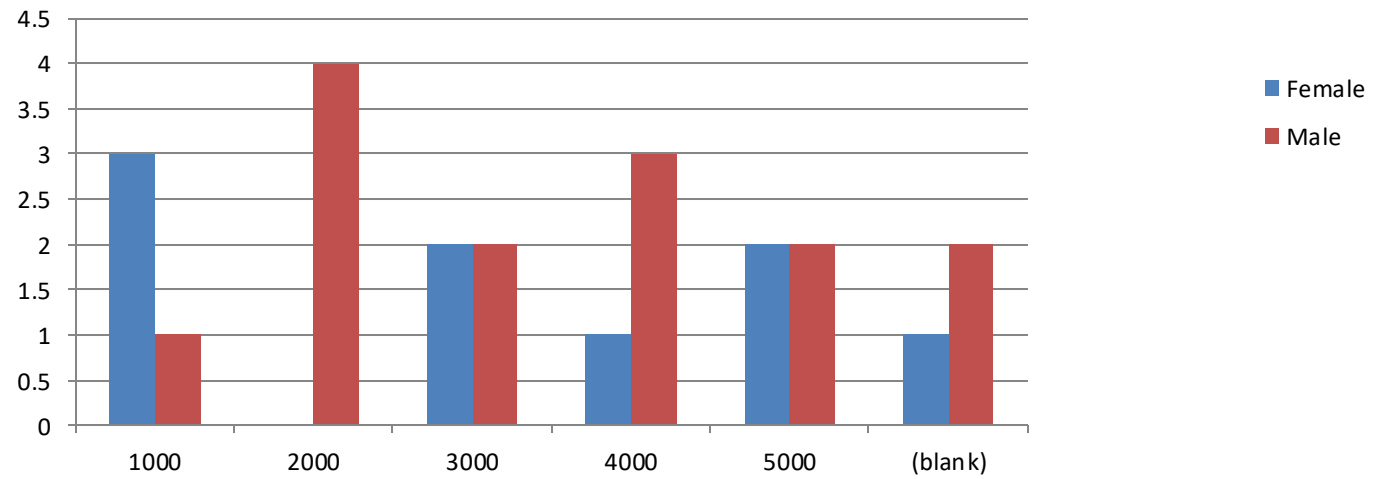
FINDINGS

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.