

# Employee Data Analysis using Excel



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# PROJECT TITLE



## VISUALIZING EMPLOYEE ATTENDANCE TRENDS AND EXCEL CHARTS




# 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

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1. **Employee Information:** Employee ID, Name, Department, Designation.
  2. **Attendance Data:** Date, Status (Present, Absent, Late, Leave), Hours Worked, Reason for Absence (if any).
  3. **Time Period:** Daily, Weekly, Monthly, or Yearly attendance data.



# PROJECT OVERVIEW

The objective of this project is to analyze and visualize employee attendance data to identify trends, patterns, and anomalies that can inform HR policies and improve workforce management. The analysis will leverage Excel charts to provide clear, actionable insights into attendance behaviors across the organization.



# WHO ARE THE END USERS?

- 1.HR Department
- 2.Department Managers/Supervisors
- 3.Senior Management/Executives
- 4.Payroll and Finance Teams
- 5.Employee Relations and Compliance Teams

# OUR SOLUTION AND ITS VALUE PROPOSITION



our solution and its value proposition Solution Overview: Our solution provides a comprehensive Excel-based platform that visualizes employee attendance trends using various charts and dashboards.

# Dataset Description

The

dataset for visualizing employee attendance trends with Excel charts includes detailed records capturing various aspects of attendance behavior. It comprises employee information such as Employee ID, Name, Department, Designation, and Joining Date, which helps in identifying attendance patterns across different teams and roles. The core of the dataset is the attendance records, which include the Date, Status

For Example: Present, Absent, Late, On Leave, In-Time, Out-Time, and Hours Worked, providing a daily snapshot of employee presence and punctuality



# THE "WOW" IN OUR SOLUTION



- Next Our Excel-based solution for visualizing employee attendance trends stands out with its impactful, user-friendly, and insightful features that go beyond standard reporting, delivering a ‘WOW’ factor that elevates attendance management to the next level.



# MODELLING

## 1.Data Structuring and Preparation:

- \*Data Import and Cleaning
- \*Dataset Layout
- \*Employee ID
- \*Employee Name
- \*Department
- \*In-Time/Out-Time
- \*Hours Worked

## 2.Metrics Calculation:

- \*Total Days Present
- \*Total Days Absent
- \*Attendance Percentage

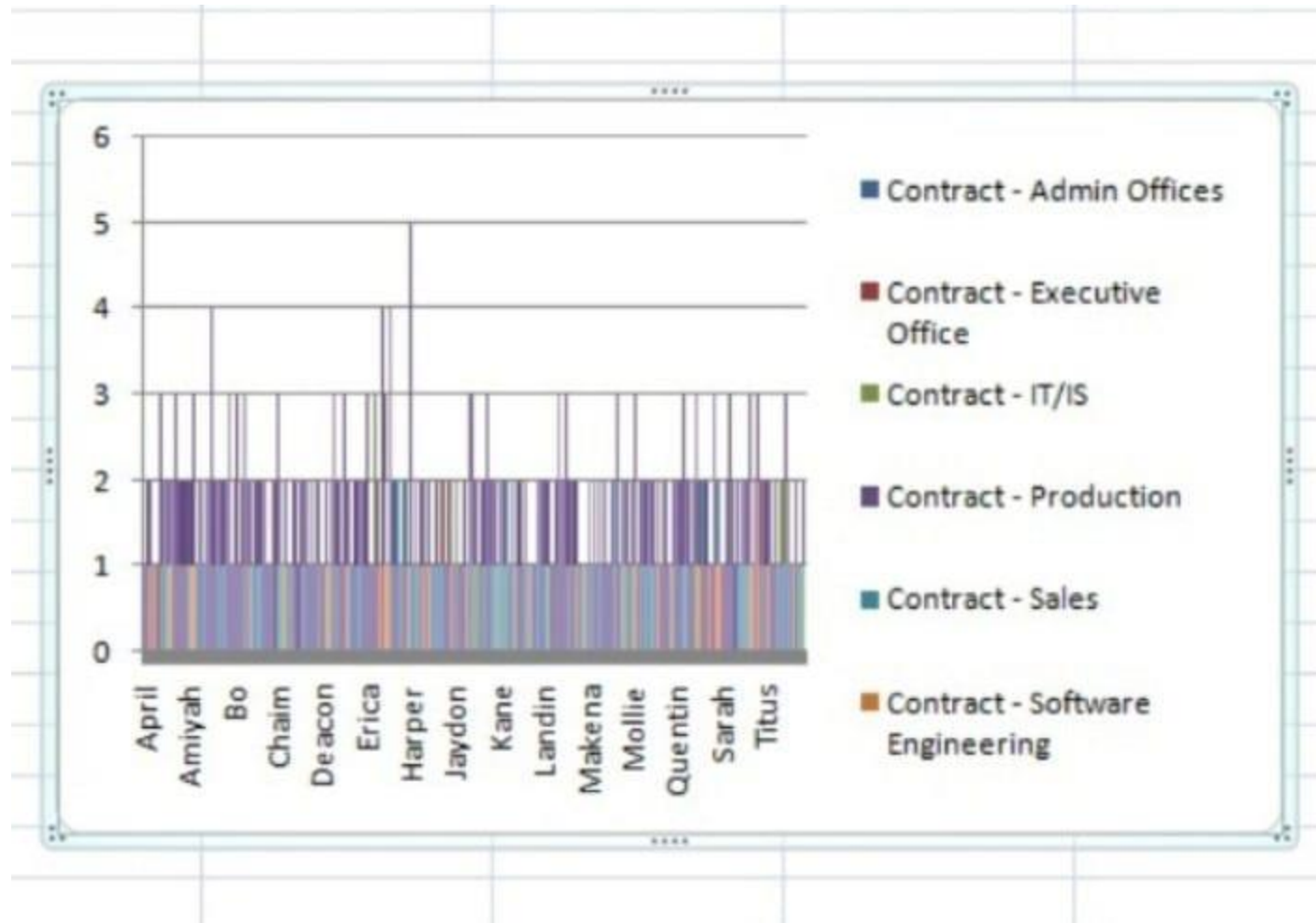
## 3.Visualization with Excel Charts:

\*Line Charts

\*Bar/Column Charts

\*Pie

# RESULTS



# conclusion

Conclusion Visualizing employee attendance trends with Excel charts turns raw attendance data into actionable insights, enhancing decision-making and improving workforce management. Through interactive dashboards, dynamic charts, and predictive analysis, this solution empowers HR and management to identify trends, address absenteeism, and optimize overall attendance. It's a powerful, cost-effective tool that brings clarity, accountability, and strategic value to attendance management.