

# Power BI Report: HR Report



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<https://github.com/NikhilMankapure/HR-Management-Project.git>

# Executive Summary:

- **Introduction:** AltiQ Technologies is a software and data solution company. And They need insights from the HR data to have conclusions related to the presence of staff on a daily basis and also the schedule of work from home of the staff. They have provided us with the input data for three months and have shown their interest in getting build a interactive report dashboard.

## Problems



Presence Tracking



Work From Home schedule



Sick Leave trends



Other inferences

# Methodology

Excel File Exploration



Excel File insights



Preparing data for  
dashboard



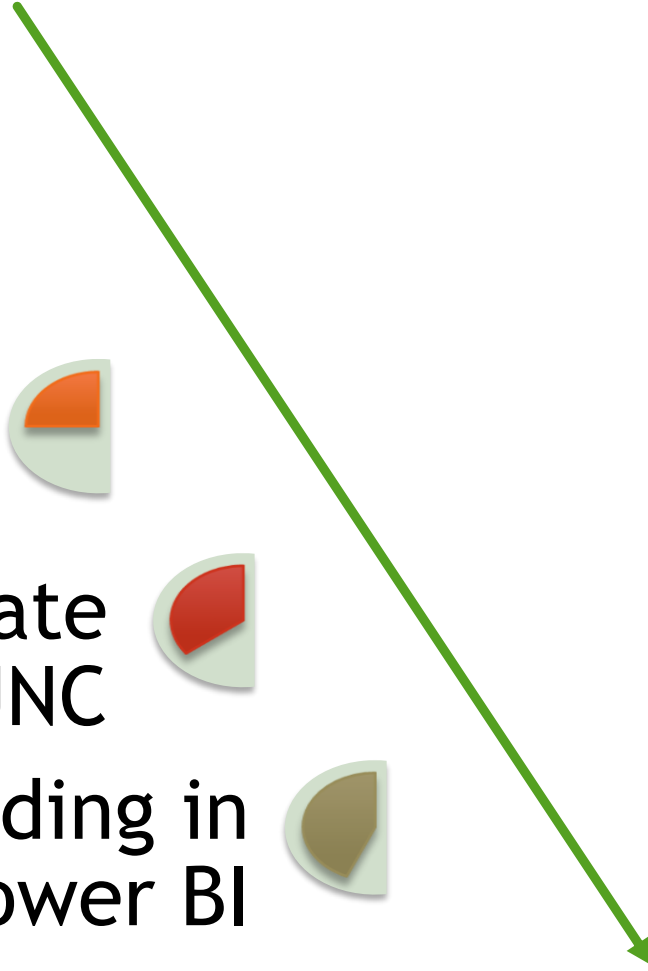
Building a template  
and a FUNC



Dash-Board Building in  
Power BI



Attendance Insights





# Excel File Exploration

- Steps to Explore excel file.
- Go through all the provided sheets and the data types and format of data and identify the possibilities of data transformation techniques.
- Draw Conclusions on what basis the data is to be transformed to reach the ultimate goal.

ATTENDANCE KEY		
P	Present	
PL	Paid Leave	
SL	Sick Leave	
HPL	Half day PL	
HSL	Half day SL	
WFH	Work from home	
FFL	Floting festival leave	
HFFL	Half Day Floting festival leave	
BL	Birthday Leave	
LWP	Leave without pay	
HLWP	Half day Leave without pay	
BRL	Bereavement Leave	
HBRL	Half Bereavement Leave	
HWFH	Half Work From Home	
WO	Weekly Off	
HO	Holiday Off	
ML	Menstrual Leave	
HML	Half Day ML	

AttiQ	1 - Jun	2 - Jun	3 - Jun	4 - Jun	5 - Jun	6 - Jun	7 - Jun	8 - Jun
Employee Code	Wed	Thu	Fri	Sat	Sun	Mon	Tue	W
Atq -405	Sofia Solis	P	P	P	WO	WO	P	P
Atq -440	Mckayla Parker	P	P	P	WO	WO	P	P
Atq -335	Madelynn Gray	P	WFH	ML	WO	WO	P	P
Atq -343	Myla Klein	P	P	WFH	WO	WO	P	P
Atq -334	Boston Morse	P	P	P	WO	WO	P	P
Atq -446	April Ayers	P	P	P	WO	WO	P	P
Atq -419	Faith Hamilton	P	P	P	WO	WO	P	P
Atq -396	Joel Cruz	P	P	P	WO	WO	P	P
Atq -459	Iris Woodard	P	P	P	WO	WO	P	P
Atq -349	Trystan Ortega	P	LWP	LWP	WO	WO	P	LWP
Atq -438	Miles Fields	P	P	P	WO	WO	P	P
Atq -423	Rodrigo Price	P	P	P	WO	WO	P	WFH
Atq -370	Ella Roth	P	HPL	P	WO	WO	P	P
Atq -433	Jayce Fuentes	P	P	P	WO	WO	P	P
Atq -375	Hailee Fitzpatrick	P	P	P	WO	WO	PL	PL
Atq -475	Rey Novak	P	P	PL	WO	WO	P	P
Atq -368	Macie Callahan	P	P	P	WO	WO	P	P
Atq -468	Xiomara Ruiz	P	P	P	WO	WO	SL	P
Atq -348	Weston Horton	P	P	P	WO	WO	P	P
Atq -405	Chris Frye	P	WFH	WFH	WO	WO	P	P
Atq -475	London Kim	P	P	P	WO	WO	P	P
Atq -375	Kenley Marsh	P	WFH	P	WO	WO	P	P
Atq -456	Adriel Pace	P	P	P	WO	WO	WFH	P
Atq -385	Jase Ingram	P	P	P	WO	WO	P	PL
Atq -484	Adyson Moyer	P	P	P	WO	WO	P	P
Atq -412	Tucker Austin	P	P	P	WO	WO	P	P

AttiQ	1 - Apr	2 - Apr	3 - Apr	4 - Apr	5 - Apr	6 - Apr	7 - Apr
Employee Code	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Atq -406	Thanos Thakur	P	WO	WO	P	P	P
Atq -462	Jarvis Singh	P	WO	WO	P	P	P
Atq -411	Nevaeh Waller	P	WO	WO	WFH	P	P
Atq -398	Bo Cordova	P	WO	WO	P	P	WFH
Atq -438	Mekhi Singleton	P	WO	WO	P	P	P
Atq -366	Peter Pandey	P	WO	WO	P	P	P
Atq -441	Loki Lal	P	WO	WO	P	P	P
Atq -436	Phoenix Brady	P	WO	WO	P	P	P
Atq -404	Ana Little	P	WO	WO	P	HPL	PL
Atq -397	Grace Stone	P	WO	WO	P	P	P
Atq -335	Tori Shannon	P	WO	WO	P	P	P
Atq -443	Lyric Bartlett	WFH	WO	WO	P	P	P
Atq -419	Kaylah Schultz	P	WO	WO	P	P	PL
Atq -467	Cason David	P	WO	WO	HSL	P	P
Atq -450	Miya Hampton	P	WO	WO	P	P	HWFH
Atq -405	Sofia Solis	P	WO	WO	P	P	P
Atq -440	Mckayla Parker	P	WO	WO	P	P	SL
Atq -335	Madelynn Gray	P	WO	WO	P	P	PL
Atq -343	Myla Klein	P	WO	WO	P	P	P
Atq -334	Boston Morse	P	WO	WO	P	P	P
Atq -446	April Ayers	P	WO	WO	P	P	P
Atq -419	Faith Hamilton	P	WO	WO	P	P	P

AttiQ	2 - May	3 - May	4 - May	5 - May	6 - May	7 - May	8 - May	9 - May
Employee Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Atq -406	Thanos Thakur	P	P	P	P	WO	WO	P
Atq -462	Jarvis Singh	P	P	P	P	WO	WO	P
Atq -411	Nevaeh Waller	P	P	P	P	WO	WO	P
Atq -398	Bo Cordova	P	P	P	P	WO	WO	P
Atq -438	Mekhi Singleton	P	P	P	P	WO	WO	P
Atq -366	Peter Pandey	P	P	P	P	WO	WO	P
Atq -441	Loki Lal	P	P	P	P	WO	WO	P
Atq -436	Phoenix Brady	P	HPL	P	P	HPL	WO	HPL
Atq -404	Ana Little	P	PL	P	P	WO	WO	P
Atq -397	Grace Stone	P	FFL	PL	P	WFH	WO	P
Atq -335	Tori Shannon	P	P	P	P	WO	WO	P
Atq -443	Lyric Bartlett	P	P	P	P	WO	WO	P
Atq -419	Kaylah Schultz	P	P	WFH	WFH	WFH	WO	PL
Atq -467	Cason David	P	P	P	P	WO	WO	P
Atq -450	Miya Hampton	P	P	P	P	WO	WO	P
Atq -405	Sofia Solis	P	P	P	P	WO	WO	P
Atq -440	Mckayla Parker	P	P	HPL	P	P	WO	P
Atq -335	Madelynn Gray	WFH	P	P	P	P	WO	SL
Atq -343	Myla Klein	P	P	P	P	P	WO	P
Atq -334	Boston Morse	P	P	P	P	P	WO	P
Atq -446	April Ayers	P	P	P	P	P	WO	P
Atq -419	Faith Hamilton	P	ML	P	P	P	WO	P
Atq -396	Joel Cruz	PL	PL	PL	PL	PL	WO	PL
Atq -459	Iris Woodard	P	PL	P	P	P	WO	P
Atq -349	Trystan Ortega	P	P	P	P	P	WO	P

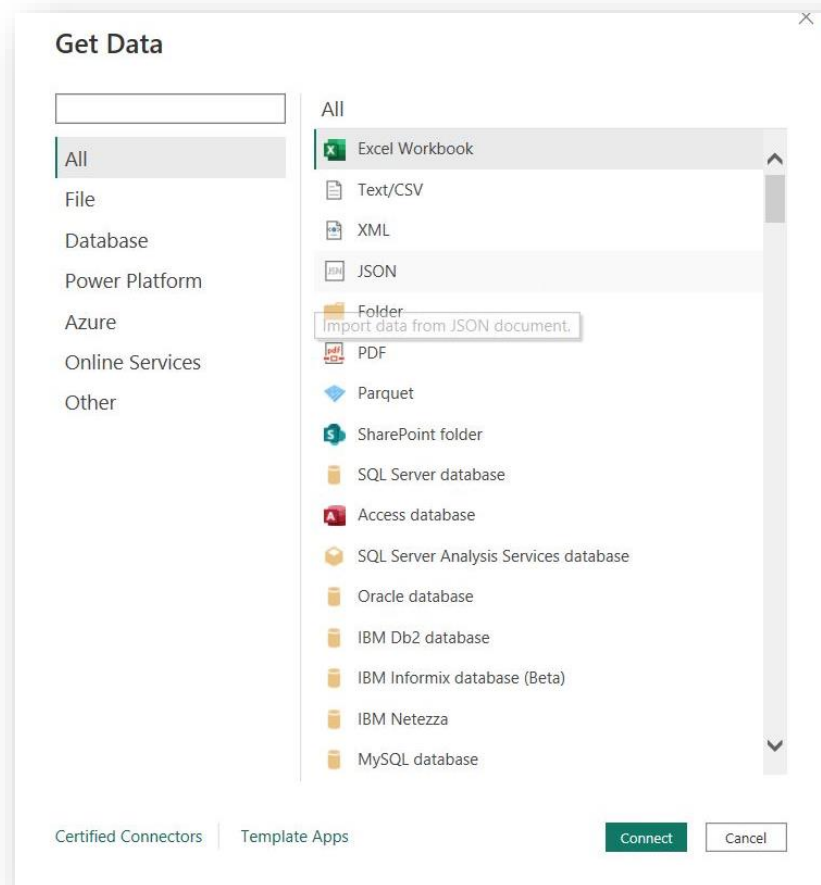
# Excel File insights

- The table contains dates in a horizontal form and it would be difficult to build a template using such a table so we need to transform it into transpose to take all dates in vertical form.

AtliQ		1 - Apr	2 - Apr	3 - Apr	4 - Apr	5 - Apr	6 - Apr	7 - Apr
Employee Code	Name	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Atq -406	Thanos Thakur	P	WO	WO	P	P	P	P
Atq -462	Jarvis Singh	P	WO	WO	P	P	P	P
Atq -411	Nevaeh Waller	P	WO	WO	WFH	P	P	P
Atq -398	Bo Cordova	P	WO	WO	P	P	P	WFH
Atq -438	Mekhi Singleton	P	WO	WO	P	P	P	P
Atq -366	Peter Pandey	P	WO	WO	P	P	P	P
Atq -441	Loki Lal	P	WO	WO	P	P	P	P
Atq -436	Phoenix Brady	P	WO	WO	P	P	P	P
Atq -404	Ana Little	P	WO	WO	P	HPL	PL	SL
Atq -397	Grace Stone	P	WO	WO	P	P	P	P
Atq -335	Tori Shannon	P	WO	WO	P	P	P	P
Atq -443	Lyric Bartlett	WFH	WO	WO	P	P	P	P
Atq -419	Kaylah Schultz	P	WO	WO	P	P	P	PL
Atq -467	Cason David	P	WO	WO	HSL	P	P	P
Atq -450	Miya Hampton	P	WO	WO	P	P	P	HWFH
Atq -405	Sofia Solis	P	WO	WO	P	P	P	P
Atq -440	Mckayla Parker	P	WO	WO	P	P	P	SL
Atq -335	Madelynn Gray	P	WO	WO	P	P	P	PL
Atq -343	Myla Klein	P	WO	WO	P	P	P	P
Atq -334	Boston Morse	P	WO	WO	P	P	P	P
Atq -446	April Ayers	P	WO	WO	P	P	P	P
Atq -419	Faith Hamilton	P	WO	WO	P	P	P	P

# Connecting Excel File to Power BI

- From the GET DATA option in the home tab in Power BI we import the data from Excel-Workbook by connecting the excel file using the specified location of the file.



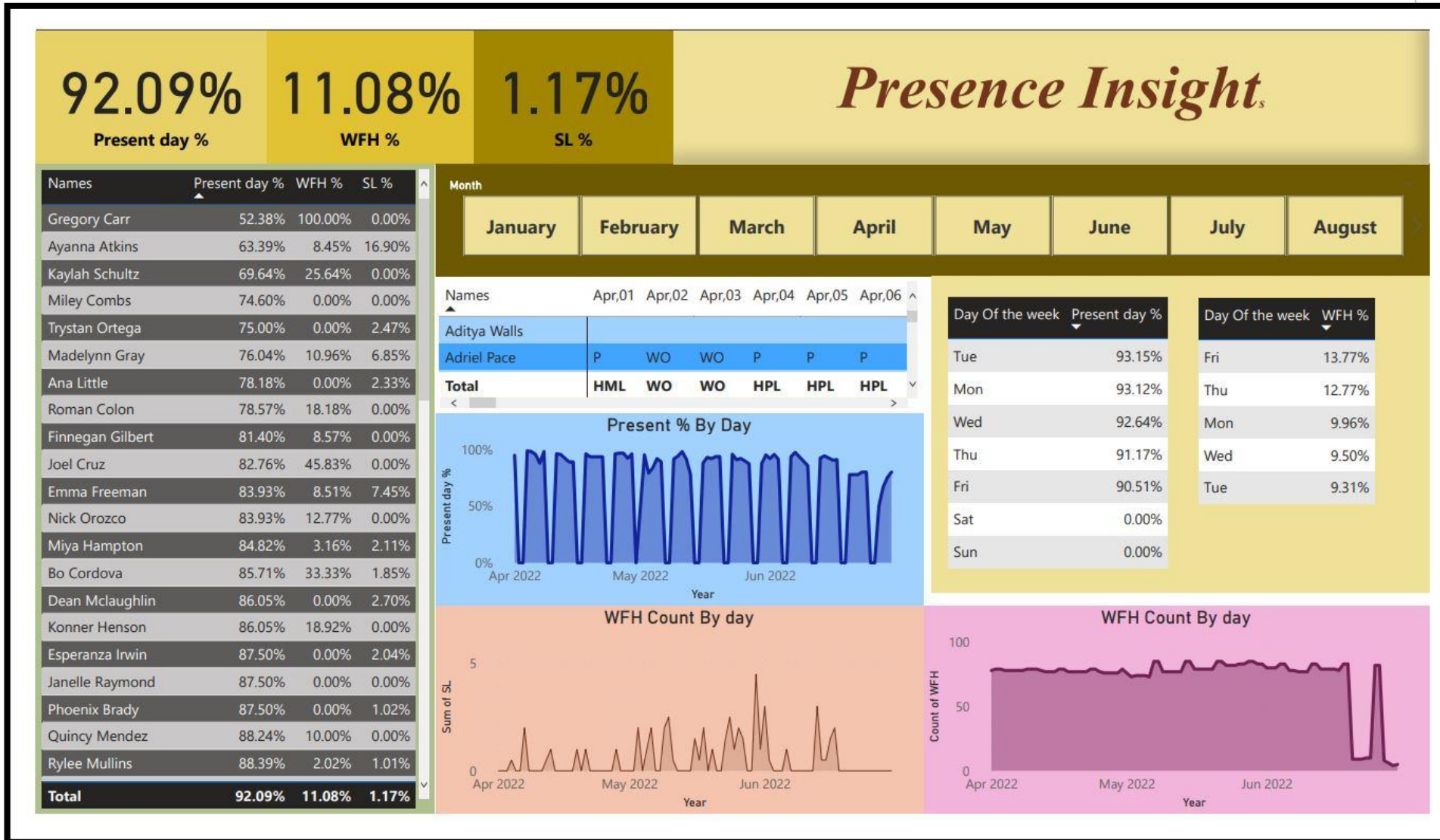
# Building a template and a FUNC

- ▶ Opened the Excel file in Power Query tab.
- ▶ Created a duplicate copy of the sheet.
- ▶ Renamed it as template file.
- ▶ Selecting data from one month we transform it to apply the changes in a sequential form and by creating a parameter we convert the template as a function with name **GetData**.
- ▶ Now we apply the formula **GetData** to the other month data file so that the same sequence of steps is applied to the other month data automatically
- ▶ So the learning curve for the adaptation to the new dashboard system automatically reduces as they need not make any changes to the record keeping technique which they have been following.



# Dash Board Building

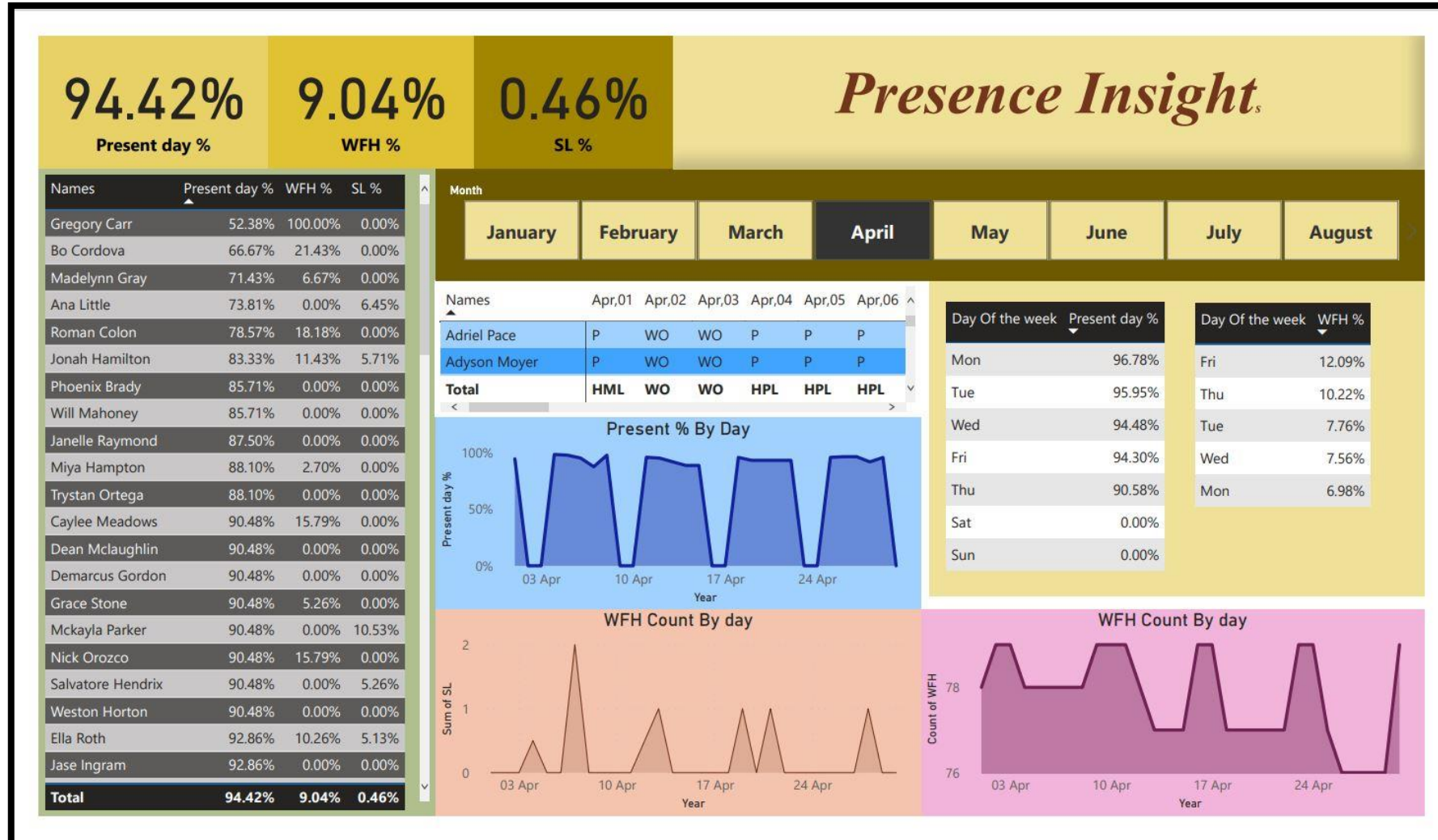
- Dash Board requires some elements at its core: Present Percentage, Sick Leave percentage, Work From home percentage.





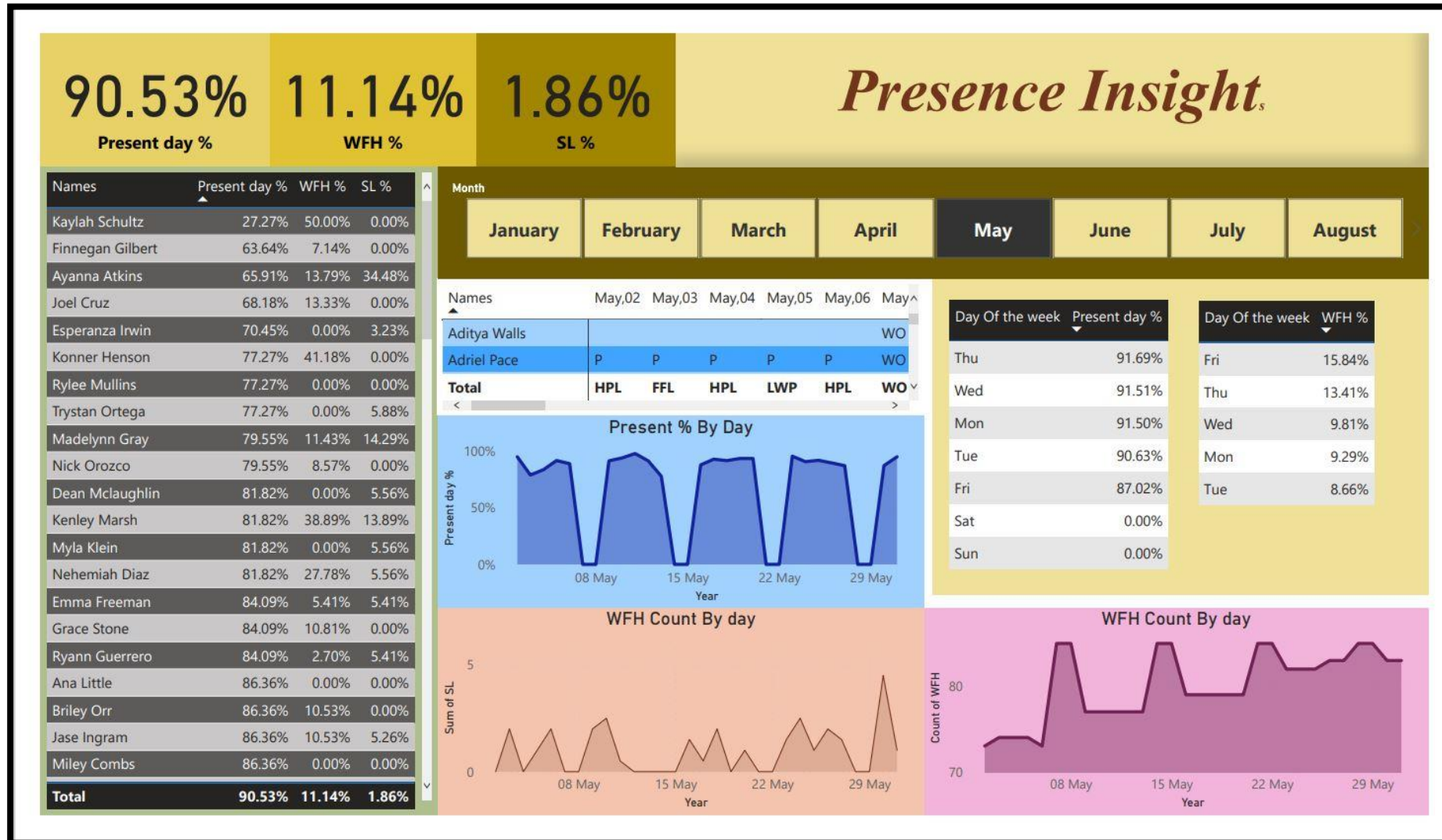
# Dash Board Building

- Dash Board with the data corresponding to the month of April. The days on which the max people attend office offline are Monday and Tuesday and choose work from home on Fridays and Thursdays.



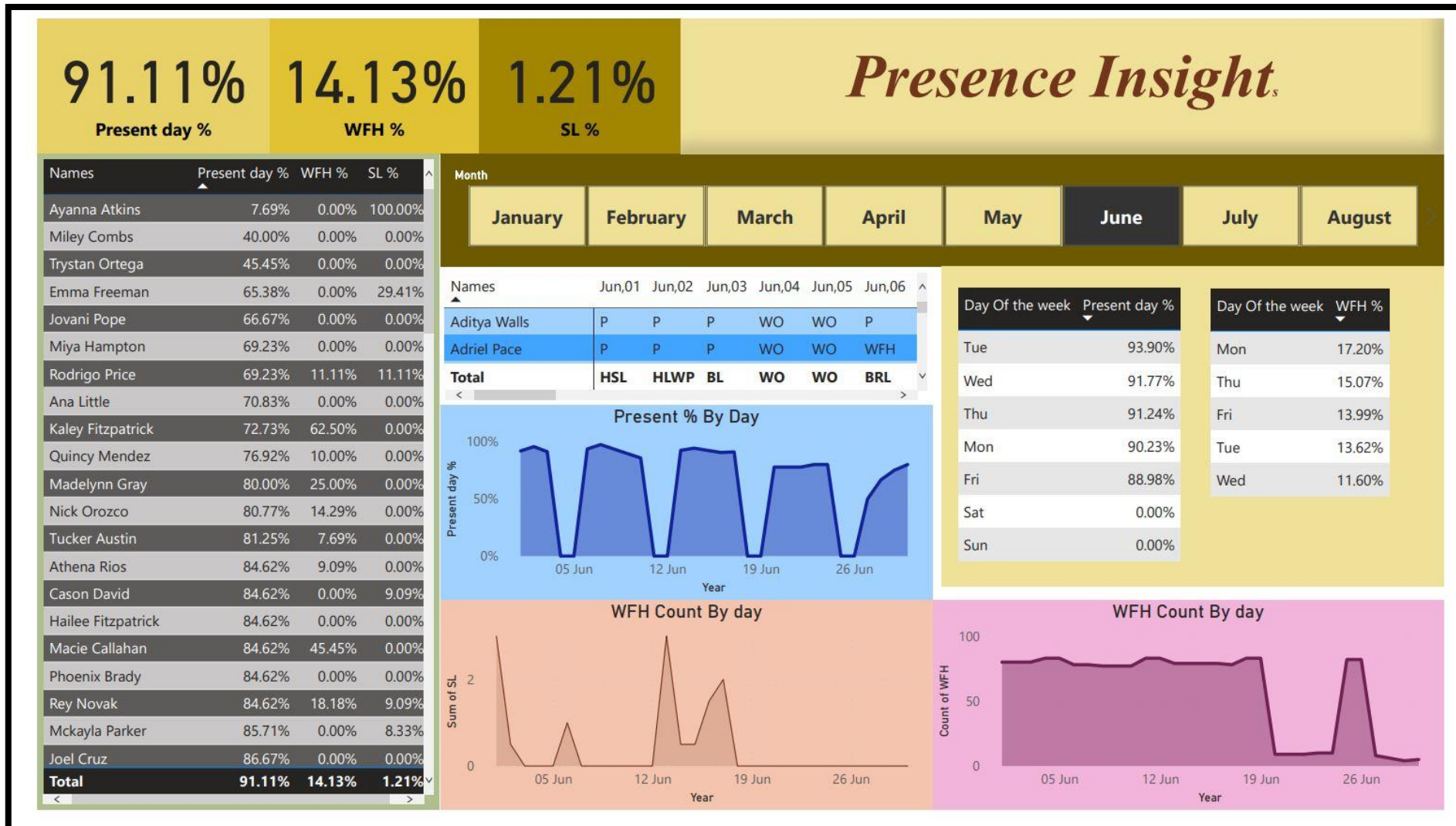
# Dash Board Building

- Dash Board with the data corresponding to the month of May. The days on which the max people attend office offline are Monday and Tuesday and choose work from home on Fridays and Thursdays.



# Dash Board Building

- Dash Board with the data corresponding to the month of June. The days on which the max people attend office offline are Tuesday and Monday and choose work from home on next day of Sunday i.e. Monday.





# Conclusion:

- ▶ The days those were chosen for work from home by the employees is mostly Friday and Thursdays which gives us the idea that they tend to get work from home schedules in continuation of the weekly off and has formed an habit among the employees.
- ▶ To conduct the weekly and monthly meeting for follow up the days which are most eligible are Monday and Tuesday with maximum presence of the employees on these days.
- ▶ April shows the maximum present percentage giving us the indication that in april the employees tend to be regular without any extra leave.
- ▶ Whereas in month of May which is basically the end of academic year and the month of summer break employees tend to take leave with the minimum present percentage, thus having this insight we have an idea that more number of projects cannot be handled in this month when compared to April.
- ▶ There are enormous insights those can be drawn using this interactive dashboard.



# THANK YOU

Special Thanks To Codebasics: [DataAnalysisProjects/1\\_SalesInsights at master · codebasics/DataAnalysisProjects \(github.com\)](https://github.com/codebasics/DataAnalysisProjects/tree/master/1_SalesInsights)

For providing with the files for the analysis and guiding me through the project.