HR Analytics Report

Introduction

This report provides an overview of an HR Analytics dashboard developed using Microsoft Power BI. The dashboard offers insights into employee attendance, work-from-home trends, and leave patterns, utilizing Power Query for data transformation and DAX for custom calculations.

Data Processing and Transformation

The dataset was cleaned and structured using Power Query, where unnecessary columns were removed, and data types were corrected. Custom columns were created to categorize attendance types, including Present (P), Work From Home (WFH), and different types of leaves (SL, HPL, etc.).

DAX Measures and Calculations

Key DAX measures were implemented, including:

- **Present Days:** Counts the number of days an employee was marked as "P".

- **Total Working Days:** Excludes weekends and holidays.

- **Work From Home Percentage:** Calculates the ratio of WFH days to total working days.

Insights and Findings

- The presence percentage metric highlights employees' attendance trends.

- WFH patterns show variation across weekdays, with higher occurrences on Fridays and Mondays.

- The leave percentage metric provides a clear view of absence trends, useful for HR planning.

Conclusion

This HR Analytics dashboard enables data-driven decision-making by visualizing key HR metrics effectively. The use of Power Query for data transformation and DAX for calculations ensures accuracy and efficiency in reporting.