🚀 PROJECT: ATTENDANCE TRACKER EXCEL + POWER QUERY + POWER BI

Employee Attendance Sheet,

Monthly Report, Yearly Report,

Individual Performance Dashboard

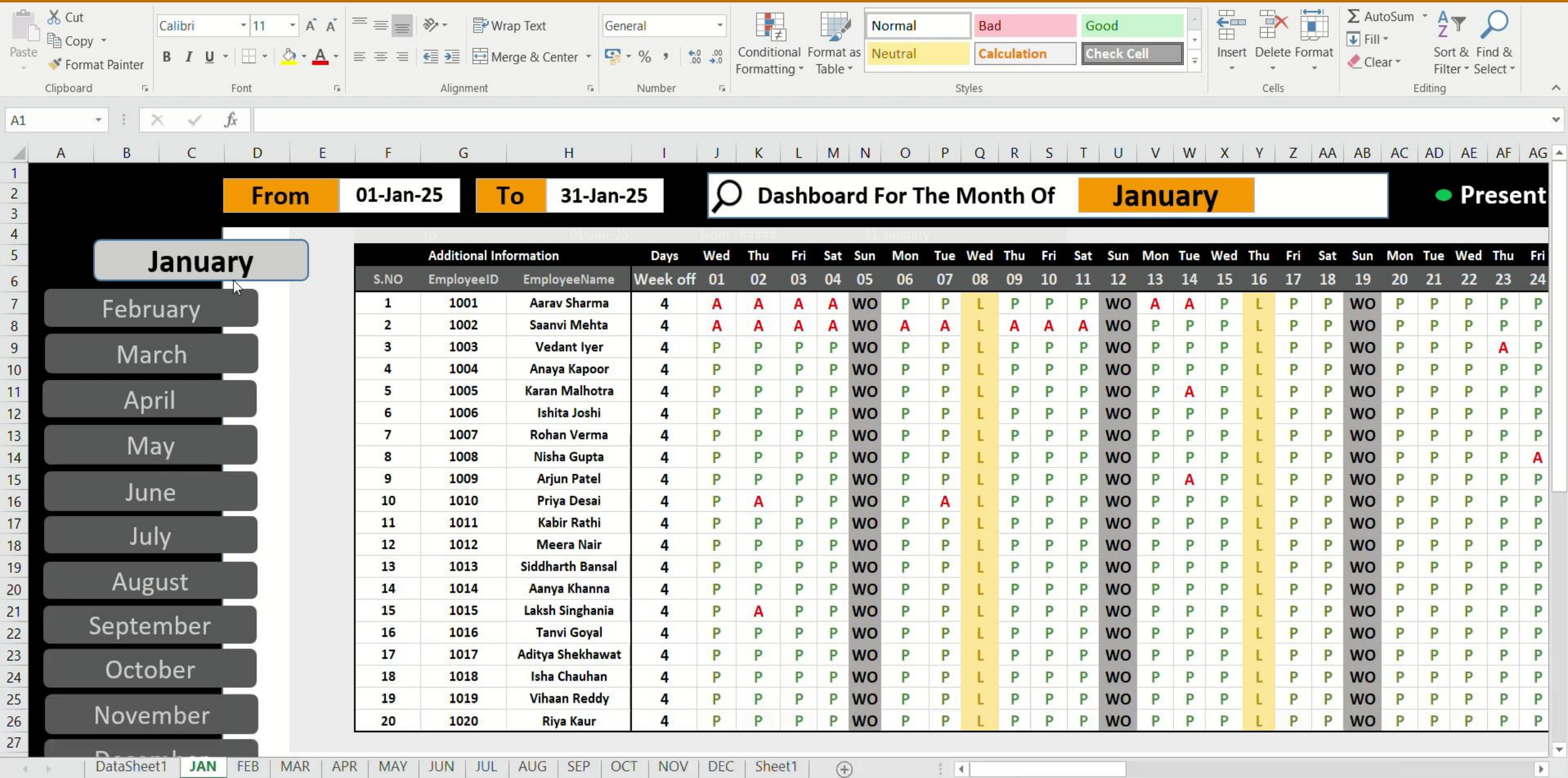
WHAT THIS SYSTEM DOES

- ✔ Cleans and transforms raw attendance logs
- ✔ Automatically calculates Present, Absent, Leave & Week-Off
- ✔ Generates a dynamic **Yearly Attendance Report** using Power Query
- ✔ Produces monthly summaries and performance indicators
- ✔ Supports salary, deduction & net salary calculations
- ✔ Presents insights in a clean, user-friendly format

Key Features Demonstrated in the Video

- Data cleaning and preprocessing
- Automated calculations with formulas & logic
- Power Query data refresh pipeline
- Monthly trend analysis
- Employee-wise attendance summary
- Performance scoring method
- Salary insights based on attendance behavior

PROJECT WORKFLOW



From 01-Jan-25 To 31-Jan-25

Dashboard For The Month Of January

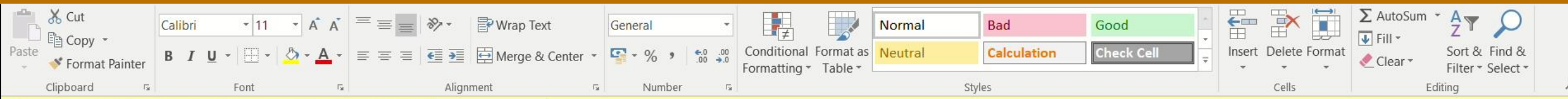
Present

January
February
March
April
May
June
July
August
September
October
November

S.NO	EmployeeID	EmployeeName	Days	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	Additional Information		Week off	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	1001	Aarav Sharma	4	A	A	A	A	WO	P	P	L	P	P	P	WO	A	A	P	L	P	P	WO	P	P	P	P	P
2	1002	Saanvi Mehta	4	A	A	A	A	WO	A	A	L	A	A	A	WO	P	P	P	L	P	P	WO	P	P	P	P	P
3	1003	Vedant Iyer	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	A	P
4	1004	Anaya Kapoor	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
5	1005	Karan Malhotra	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	A	P	L	P	P	WO	P	P	P	P	P
6	1006	Ishita Joshi	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
7	1007	Rohan Verma	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
8	1008	Nisha Gupta	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	A
9	1009	Arjun Patel	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	A	P	L	P	P	WO	P	P	P	P	P
10	1010	Priya Desai	4	P	A	P	P	WO	P	A	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
11	1011	Kabir Rathi	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
12	1012	Meera Nair	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
13	1013	Siddharth Bansal	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
14	1014	Aanya Khanna	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
15	1015	Laksh Singhania	4	P	A	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
16	1016	Tanvi Goyal	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
17	1017	Aditya Shekhawat	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
18	1018	Isha Chauhan	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
19	1019	Vihaan Reddy	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P
20	1020	Riya Kaur	4	P	P	P	P	WO	P	P	L	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	P

DataSheet1 JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC Sheet1

YEARLY REPORT



SECURITY WARNING External Data Connections have been disabled Enable Content

K26

S.NO	EmployeeID	Month	EmployeeName	Present	Adsent	Leave	Week Off	Days	Paid Days	Salary	Perday salary	Detuction	Total Salary	Sparkline
1	1001	December	Aarav Sharma	22	2	3	4	31	29	10000	322.5806452	645.1612903	9354.83871	
2	1002	December	Saanvi Mehta	24	0	3	4	31	31	20000	645.1612903	0	20000	
3	1003	December	Vedant Iyer	22	2	3	4	31	29	25000	806.4516129	1612.903226	23387.09677	
4	1004	December	Anaya Kapoor	21	3	3	4	31	28	30000	967.7419355	2903.225806	27096.77419	
5	1005	December	Karan Malhotra	23	1	3	4	31	30	45000	1451.612903	1451.612903	43548.3871	
6	1006	December	Ishita Joshi	21	3	3	4	31	28	15000	483.8709677	1451.612903	13548.3871	
7	1007	December	Rohan Verma	24	0	3	4	31	31	62000	2000	0	62000	
8	1008	December	Nisha Gupta	24	0	3	4	31	31	50000	1612.903226	0	50000	
9	1009	December	Arjun Patel	24	0	3	4	31	31	25000	806.4516129	0	25000	
10	1010	December	Priya Desai	24	0	3	4	31	31	45000	1451.612903	0	45000	
11	1011	December	Kabir Rathi	20	4	3	4	31	27	48000	1548.387097	6193.548387	41806.45161	
12	1012	December	Meera Nair	20	4	3	4	31	27	52000	1677.419355	6709.677419	45290.32258	
13	1013	December	Siddharth Bansal	22	2	3	4	31	29	42000	1354.83871	2709.677419	39290.32258	
14	1014	December	Aanya Khanna	24	0	3	4	31	31	15000	483.8709677	0	15000	
15	1015	December	Laksh Singhania	23	1	3	4	31	30	46000	1483.870968	1483.870968	44516.12903	
16	1016	December	Tanvi Goyal	23	1	3	4	31	30	52000	1677.419355	1677.419355	50322.58065	
17	1017	December	Aditya Shekhawat	22	2	3	4	31	29	42000	1354.83871	2709.677419	39290.32258	
18	1018	December	Isha Chauhan	23	1	3	4	31	30	62000	2000	2000	60000	
19	1019	December	Vihaan Reddy	24	0	3	4	31	31	41000	1322.580645	0	41000	
20	1020	December	Riya Kaur	24	0	3	4	31	31	30000	967.7419355	0	30000	

YearlyReport | FebReport | MarReport | AprReport | MayReport | JunReport | JulReport | AugReport | SepRepoı ...

PERFORMANCE DASHBOARD

Attendance Tracker

Anava Kapoor

★★★★★

365
Sum of Days

351
Sum of Paid Days

Performance

EmployeeID: 1004

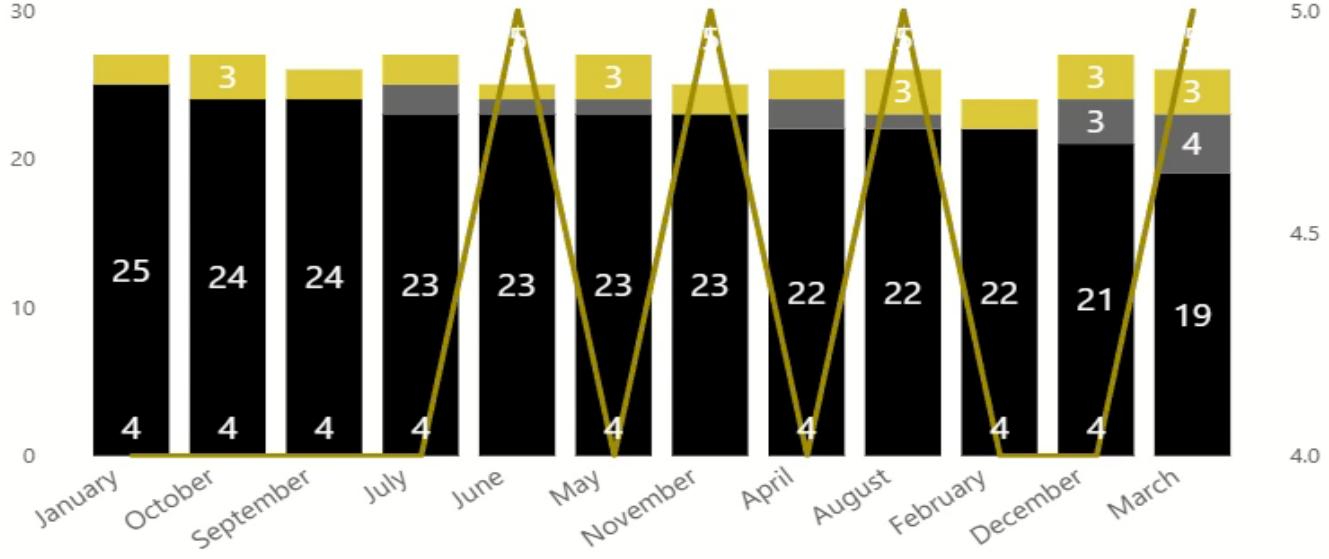
Month: All

271
Sum of Present

14
Sum of Adsent

28
Sum of Leave

4
Median of...

30.00K
Average of Salary

Sum of Present, Sum of Adsent, Sum of Leave and Sum of Week Off by Month