Employee Data Analysis using Excel

STUDENT NAME: RUBINI.J
REGISTER NO: 968A92138351BC4A27D461F41D47F13C
DEPARTMENT: B.COM(GENERAL)
COLLEGE: MEENAKSHI COLLEGE FOR WOMEN

PROJECT TITLE

Employee Performance Analysis Based On Departments, Employee Type And FTE 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

The purpose of Full-Time Equivalent (FTE) is to standardize the measurement of employee work hours, regardless of whether they work full-time or part-time, in order to better manage, allocate, and analyze workforce resources.

PROJECT OVERVIEW

Employee analysis involves examining various aspects of the workforce to gain insights that can help in decision - making, improving efficiency, and enhancing employee satisfaction.

WHO ARE THE END USERS?

- HUMAN RESOURCE DEPARTMENTS
- MANAGEMENT AND LEADERSHIP
- TEAM LEADERS AND SUPERVISORS
- EMPLOYEES
- EXECUTIVE LEADERSHIP
- BUSINESS ANALYSTS
- RECRUITERS

OUR SOLUTION AND ITS VALUE PROPOSITION

FILTERING- REMOVE VALUES

PIVOT TABLE - SUMMARY OF EMPLOYEE PERFORMANCE

BAR DIAGRAM - FINAL REPORT

Dataset Description

- **EMPLOYEE DATA SET- NAN MUDHALVAN PORTAL**
- **9 FEATURES IN EXCEL:**

EMPLOYEE ID- ALPHANUMERIC(TEXT)
NAME- ALPHABETICAL(TEXT)
GENDER- ALPHABETICAL(TEXT)
DEPARTMENT - ALPHABETICAL(TEXT)
SALARY - NUMERICAL
START DATE - ALPHANUMERIC(TEXT)
FTE- NUMERICAL
EMPLOYEE TYPE- ALPHABETICAL(TEXT)
EMPLOYEE LOCATION- ALPHABETICAL(TEXT)

- **3 FEATURES USED:**

DEPARTMENT - ALPHABETICAL(TEXT)
FTE- NUMERICAL
EMPLOYEE TYPE- ALPHABETICAL(TEXT)

THE "WOW" IN OUR SOLUTION

- **Effective data visualization makes it easier to present complex data in an engaging and understandable way.**
- **Well-presented data can have a significant impact on decision-makers, helping to drive change and innovation.**

view

MODELLING

- **STEP -1**

  DOWNLOAD THE EMPLOYEE DATASET AND OPEN THE EMPLOYEE DATASET IN EXCEL.

- **STEP -2**

  SELECT THE ENTIRE DATA AND CLICK ON DATA AND CLICK ON FILTER OPTION.

- **STEP -3**

  FILTER FTP FROM A TO Z ORDER.

- **STEP -4**

  SELECT THE ENTIRE DATA AND CLICK ON INSERT AND CLICK ON PIVOT TABLE TO CREATE PIVOT TABLE.

- **STEP -5**

  DRAG THE NEEDED DATA AND CREATE A PIVOT TABLE.
- **STEP -6**

  SELECT THE PIVOT TABLE AND CLICK ON INSERT.
- **STEP-7**

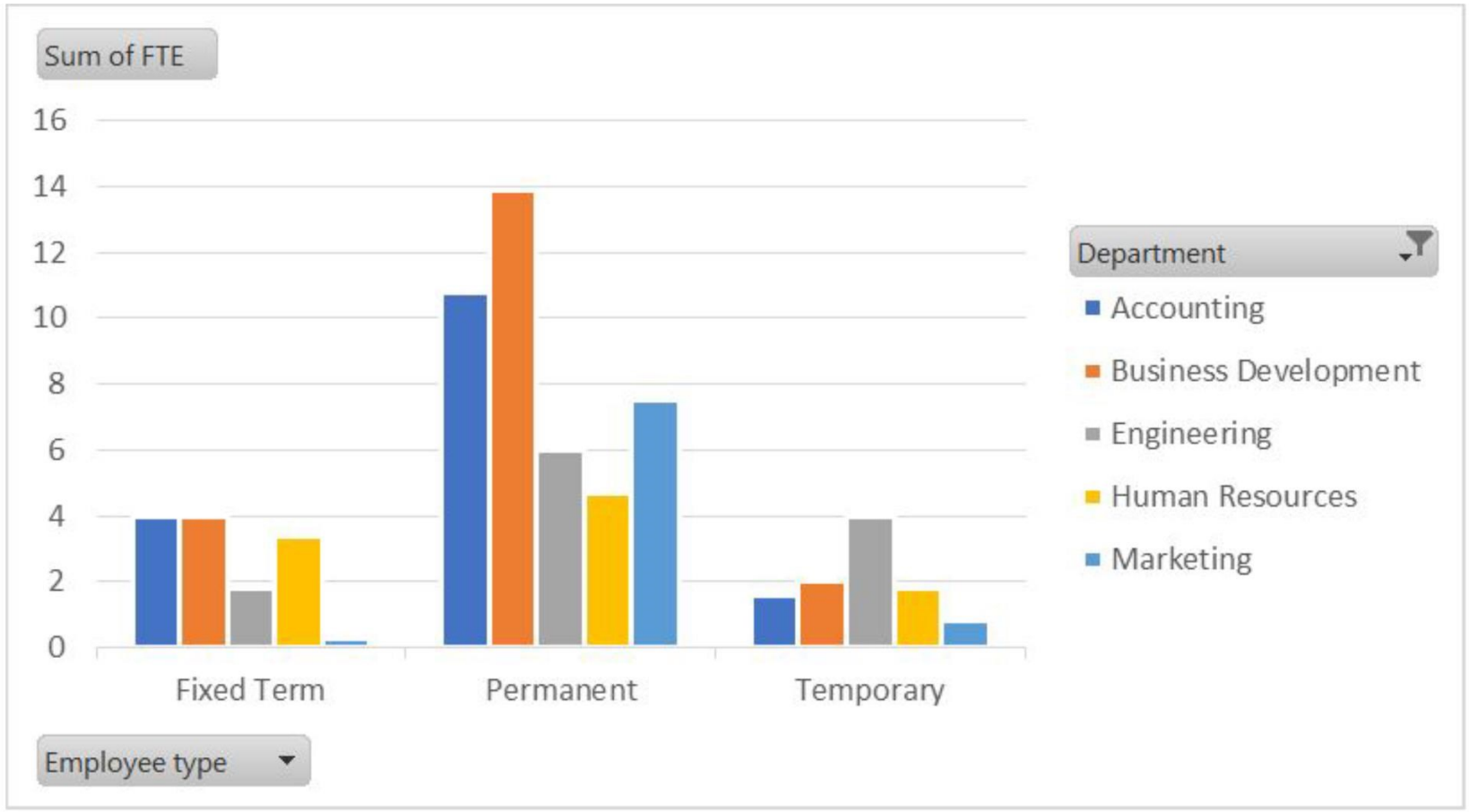
  NOW CLICK ON THE CHART THAT YOU WANT.
- **STEP -8**

  THE CHART IS CREATED.

RESULTS
1.TABLE

Sum of FTE	Column Labels					
Row Labels	Accounting	Business Development	Engineering	Human Resources	Marketing	Grand Total
Fixed Term	4	4	1.8	3.4	0.3	13.5
Permanent	10.8	13.9	6	4.7	7.5	42.9
Temporary	1.6	2	4	1.8	0.8	10.2
Grand Total	**16.4**	**19.9**	**11.8**	**9.9**	**8.6**	**66.6**

2. BAR DIAGRAM



conclusion

The dataset reveals the overall composition of the workforce, including demographics such as gender, salary, employee type and work location This information is crucial for understanding the diversity and experience level within the organization.

The analysis aids in workforce planning by forecasting future staffing needs based on current trends and organizational growth projections. This enables better preparation for scaling operations or restructuring the workforce.