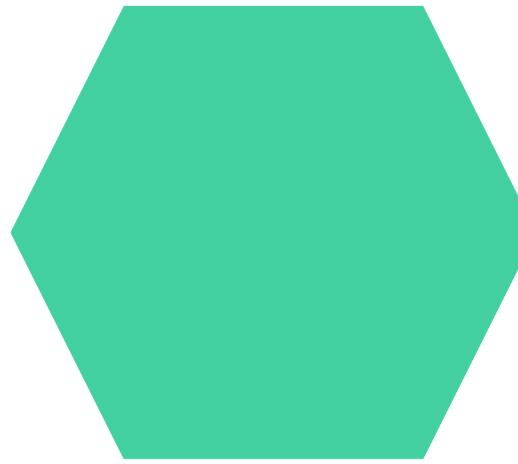
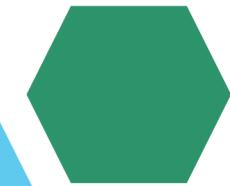
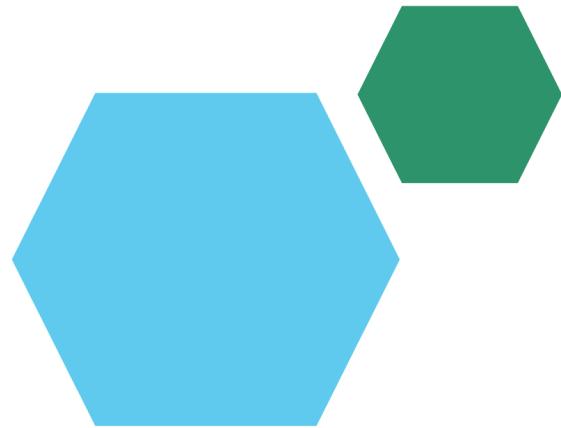


Employee Data Analysis using Excel

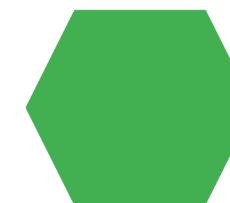


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PROJECT TITLE

■
**Visualizing Employee
Attendance Trends with
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



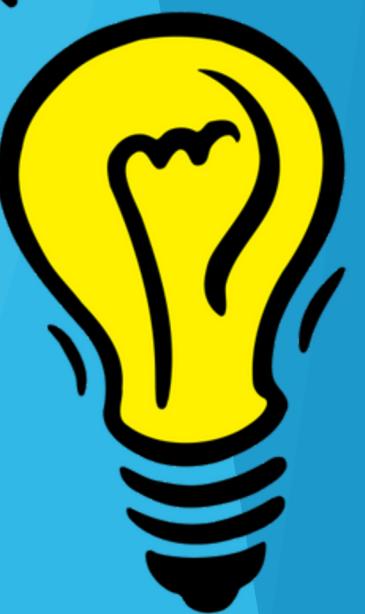
PROBLEM STATEMENT

Firstly, how many people work from home versus working from the office?

Secondly, who is pre-approved for upcoming leave?

Thirdly, what is the absenteeism rate over the past six months?

Finally, in the current day, how many work hours have been recorded?



PROJECT OVERVIEW

First, this HR employee attendance

- embedded dashboard makes it easy to monitor a wide range of important metrics.

High level number cards show the total number of active employees, number of absence days, and leave not approved. In addition, radial gauges display overall attendance percentage, total hours worked, and worked hours for the current month.



WHO ARE THE END USERS?



weekdays, weekends, and departments, you can identify specific times and positions that are having the most trouble.

For example, we typically see higher absentee rates on 1st shift on Mondays (no surprise there) and weekend shifts that are longer than 6-8 hours. We also tend to see higher rates of call-offs and no-shows in entry-level departments like assembly and packers.



OUR SOLUTION AND ITS VALUE PROPOSITION



**Daily Absenteeism rates between
15-25%**

**Overtime running 10-20% over
budgeted hours**

**Turnover or Churn rates at 125-
175% (more workers are leaving
than being hired)**

**Contingent or Contract hours at 20-
30% of your total work hours**

Dataset Description

Employee time in and time out for the day

Attendance per day, week, month, or year

Break time per day

The days employees spend on personal leave

The days employees spend on sick leave

The days employees spend on vacation

Whether some of your employees are not showing up to work, but offering no timely explanation

THE "WOW" IN OUR SOLUTION

Attended work (by adding ✓ or writing "✓" in the appropriate template slots)

Were on Sick leave (by adding S or writing "s" in the appropriate template slots)

Were on Personal leave (by adding P or writing "p" in the appropriate template slots)

Were on Vacation (by adding V or writing "v" in the appropriate template slots)

Failed to show up to work or offer a timely explanation as to why they will miss work (by adding X or writing "x" in the appropriate template slots)



MODELLING

Attendance Patterns

Late Arrivals and Early Departures: Analyze the frequency of late arrivals or early departures to identify potential issues with punctuality.

Frequency of Absences: Determine how often individual employees are absent and categorize the reasons (sick leave, personal leave, etc.).

RESULTS

Department-wise Attendance: Break down attendance data by department to identify areas with higher absenteeism.

Employee Demographics: Analyze attendance trends based on employee demographics (age, tenure, etc.) to understand who is more likely to be absent.

Conclusion

By conducting these analyses, organizations can gain insights that help improve attendance, enhance employee engagement, and ultimately boost productivity. The key is to use the data effectively to inform decision-making and strategic planning.