



# TIME\_SHEET

## Database Creation and Data Visualization

### Abstract

This Project it is to create a period sheet for a small company to keep track to the employee salary in a weekly basis with a period of 4 weeks.

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# 1 Creation of Employer details

In the employee sheet we have the detail of the worker with their name, surname, work email, Job role and their current hourly rate.

Emp_ID	Emp_name	Emp_Email	Job_Role	Hourly_rate	Emp_First	Emp_Surname	Company_Email
100	John Doe	John.Doe@companyltd.com	Manager	£21.50	John	Doe	@companyltd.com
101	Silvia Rose	Silvia.Rose@companyltd.com	Supervisor	£18.30	Silvia	Rose	
102	Andrea Rocco	Andrea.Rocco@companyltd.co	Head Chef	£20.50	Andrea	Rocco	
103	Laura Blake	Laura.Blake@companyltd.com	Assistant chef	£16.80	Laura	Blake	
104	Shawn Jassi	Shawn.Jassi@companyltd.com	Dish Washer	£15.40	Shawn	Jassi	
0	Null		/	E-			

## 1.2 Concatenate

To create the email the function which has been used is **Concatenate**.

Emp_ID	Emp_name	Emp_Email	Job_Role	Hourly_rate	Emp_First	Emp_Surname	Company_Email
100	John Doe	John.Doe@companyltd.com	Manager	£21.50	John	Doe	@companyltd.com
101	Silvia Rose	Silvia.Rose@companyltd.com	Supervisor	£18.30	Silvia	Rose	
102	Andrea Rocco	Andrea.Rocco@companyltd.co	Head Chef	£20.50	Andrea	Rocco	
103	Laura Blake	Laura.Blake@companyltd.com	Assistant chef	£16.80	Laura	Blake	
104	Shawn Jassi	Shawn.Jassi@companyltd.com	Dish Washer	£15.40	Shawn	Jassi	
0	Null		/	E-			

## 2. Timesheet creation

A sheet "Week\_1" with relevant functions has been created.

Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
				£-		£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
TOTAL				0	0	£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
TOTAL				0	0	£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
TOTAL				0	0	£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
				£-		£-
TOTAL				0	0	£-

Summary:

Available hours	200
Extra Hours	200
Salary Budget	£3,500.00
Extra Budget	£3,500.00

### 2.1 Dropdown List

The column of Emp\_ID is a drop-down list which connect to Employee\_details sheet with the relevant column.

Emp_ID	Emp_name	Emp_Email	Job_Role	Hourly_rate
100	John Doe	John.Doe@companyltd.com	Manager	£21.50
101	Silvia Rose	Silvia.Rose@companyltd.com	Supervisor	£18.30
102	Andrea Rocco	Andrea.Rocco@companyltd.co	Head Chef	£20.50
103	Laura Blake	Laura.Blake@companyltd.co	Assistant chef	£16.80
104	Shawn Jassi	Shawn.Jassi@companyltd.com	Dish Washer	£15.40
0	Null			£-

Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours
				£-	
				£-	
				£-	
				£-	
				£-	
				£-	
TOTAL				0	
				£-	
				£-	
				£-	
				£-	
				£-	
TOTAL				0	
				£-	
				£-	
				£-	
				£-	
				£-	
TOTAL				0	
				£-	
				£-	
				£-	
				£-	
				£-	
TOTAL				0	

## 2.3 VLOOKUP

The column of Job\_Role and Hourly\_Rate have been connected to Emp\_ID with **VLOOKUP** which were connected to the Employee\_Details sheet with their relevant information's, in this way one only information to input was the employee ID with the drop down menu and the Job\_Role and Hourly\_rate of relevant individual would appear automatically.

Emp_ID	Emp_name	Emp_Email	Job_Role	Hourly_rate	Emp_First_Name	Emp_Surname	Company
100	John Doe	John.Doe@companyltd.com	Manager	£21.50	John	Doe	@compa
101	Silvia Rose	Silvia.Rose@companyltd.com	Supervisor	£18.30	Silvia	Rose	
102	Andrea Rocco	Andrea.Rocco@companyltd.com	Head Chef	£20.50	Andrea	Rocco	
103	Laura Blake	Laura.Blake@companyltd.com	Assistant chef	£16.80	Laura	Blake	
104	Shawn Jassi	Shawn.Jassi@companyltd.com	Dish Washer	£15.40	Shawn	Jassi	
0	Null						

Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
27/02/2023	Monday	100	Manager	£21.50		£-
				0		£-
				0		£-
				0		£-
				0		£-
				0		£-
				0		£-
TOTAL				1	0	£-
				0		£-
				0		£-

**VLOOKUP Code**

Code for Hourly\_rate VLOOKUP `=VLOOKUP(D3,Employee_Details!$A$4:$E$9,5,FALSE)`

## 2.4 IF & Date

For the dates to appear automatically a combination of “IF” & “NOW” functions has been used.

The screenshot shows the Excel interface with the formula bar containing the formula `=IF(D3<>"",IF(B3<>"",B3,NOW()),"")`. The formula bar is highlighted with a blue box and labeled "Code". The "Date" dropdown in the Number group of the ribbon is highlighted with an orange box and labeled "Format".

	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
1	Week 1						
2	27/02/2023	Monday	100	Manager	£21.50		£-
3					0	£-	£-
4					0	£-	£-
5					0	£-	£-
6					0	£-	£-
7					0	£-	£-
8	TOTAL			1	0	£-	£-
9					0	£-	£-
10					0	£-	£-

The screenshot shows the Excel interface with the formula bar containing the formula `=IF(D3<>"",IF(C3<>"",C3,NOW()),"")`. The formula bar is highlighted with a blue box and labeled "Code". The "Custom" dropdown in the Number group of the ribbon is highlighted with an orange box and labeled "Format".

	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
1	Week 1						
2	27/02/2023	Monday	100	Manager	£21.50		£-
3					0	£-	£-
4					0	£-	£-
5					0	£-	£-
6					0	£-	£-
7					0	£-	£-
8	TOTAL			1	0	£-	£-

The screenshot shows the "Format Cells" dialog box with the "Custom" category selected. The "Type" field shows the custom format code `ddmmss`. The "Sample" field shows the date `Monday`. The "Delete" button is visible at the bottom right.

Type the number format code, using one of the existing codes as a starting point.

## 2.5 Multiplication

The only input to enter manually in the full Time\_Sheet is the hours worked by Employer and all the data will be calculated automatically.

	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
1	27/02/2023	Monday	100	Manager	£21.50	6	£129.00
2					0	£-	£-
3					0	£-	£-
4					0	£-	£-
5					0	£-	£-
6					0	£-	£-
7					0	£-	£-
8	TOTAL				1	6	£129.00
9					0	£-	£-
10					0	£-	£-

Code for Daily\_Salary

Manual Input

Daily\_Salary  
Calculated using  
Code

[For better visual representation a Time\_Sheet with dummy Data has been created.]

## 2.7 SUM & COUNTIF

The following Functions has been used to create the end of the day:

	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
1	05/10/2022	Monday	100	Manager	£21.50	8	£172.00
2	05/10/2022	Monday	101	Crew Member 2	£18.30	7	£128.10
3	05/10/2022	Monday	103	Crew Member 1	£16.80	5	£84.00
4	05/10/2022	Monday	104	Dish Washer	£15.40	6	£92.40
5	05/10/2022	Monday	102	Head Chef	£20.50	8	£164.00
6	TOTAL	05/10/2022	Monday		5	34	£640.50
7	06/10/2022	Tuesday	100	Manager	£21.50	6	£129.00

=COUNTIF for Staffs  
for amount of staffs

=SUM for used  
Hours total

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H8 =SUM(H3:H7)

	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
2	05/10/2022	Monday	100	Manager	£21.50	8	£172.00
4	05/10/2022	Monday	101	Crew Member 2	£18.30	7	£128.10
5	05/10/2022	Monday	103	Crew Member 1	£16.80	5	£84.00
6	05/10/2022	Monday	104	Dish Washer	£15.40	6	£92.40
7	05/10/2022	Monday	102	Head Chef	£20.50	8	£164.00
8	TOTAL	05/10/2022	Monday			5	£640.50
9	06/10/2022	Tuesday	100	Manager	£21.50	8	£172.00
10	06/10/2022	Tuesday	101	Crew Member 2	£18.30	7	£128.10
11	06/10/2022	Tuesday	102	Head Chef	£20.50	4	£82.00
12	06/10/2022	Tuesday	103	Crew Member 1	£16.80	8	£134.40
13	06/10/2022	Tuesday	104	Dish Washer	£15.40	7	£107.80
14	TOTAL	06/10/2022	Tuesday			5	£581.30
15	07/10/2022	Wednesday	104	Dish Washer	£15.40	5	£77.00

=SUM for total Salary of the day

## 2.8 Average

The following Functions has been used to create the end of the Week:

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E46 =AVERAGE(E8,E14,E20,E26,E32,E38,E44)

	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
25	08/10/2022	Thursday	0		0	0	£-
26	TOTAL	08/10/2022	Thursday			4	£519.90
27	09/10/2022	Friday	101	Crew Member 2	£18.30	5	£91.50
28	09/10/2022	Friday	100	Manager	£21.50	7	£150.50
29	09/10/2022	Friday	103	Crew Member 1	£16.80	8	£134.40
30	09/10/2022	Friday	101	Crew Member 2	£18.30	6	£109.80
31	09/10/2022	Friday	0		0	0	£-
32	TOTAL	09/10/2022	Friday			4	£486.20
33	10/10/2022	Saturday	101	Crew Member 2	£18.30	7	£128.10
34	10/10/2022	Saturday	100	Manager	£21.50	8	£172.00
35	10/10/2022	Saturday	103	Crew Member 1	£16.80	7	£117.60
36	10/10/2022	Saturday	104	Dish Washer	£15.40	8	£123.20
37	10/10/2022	Saturday	102	Head Chef	£20.50	8	£164.00
38	TOTAL	10/10/2022	Saturday			5	£704.90
39	11/10/2022	Sunday	100	Manager	£21.50	8	£172.00
40	11/10/2022	Sunday	101	Crew Member 2	£18.30	8	£146.40
41	11/10/2022	Sunday	103	Crew Member 1	£16.80	7	£117.60
42	11/10/2022	Sunday	102	Head Chef	£20.50	6	£123.00
43	11/10/2022	Sunday	104	Dish Washer	£15.40	8	£123.20
44	TOTAL	11/10/2022	Sunday			5	£682.20
45							
46	TOTAL	11/10/2022	End of Week			5	£3,681.00
47							

=AVERAGE has been used to calculate an estimation of staffs who worked during the week

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G46 =SUM(G8,G14,G20,G26,G32,G38,G44)

	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
25	08/10/2022	Thursday	0		0	0	£-
26	TOTAL	08/10/2022	Thursday			4	£519.90
27	09/10/2022	Friday	101	Crew Member 2	£18.30	5	£91.50
28	09/10/2022	Friday	100	Manager	£21.50	7	£150.50
29	09/10/2022	Friday	103	Crew Member 1	£16.80	8	£134.40
30	09/10/2022	Friday	101	Crew Member 2	£18.30	6	£109.80
31	09/10/2022	Friday	0		0	0	£-
32	TOTAL	09/10/2022	Friday			4	£486.20
33	10/10/2022	Saturday	101	Crew Member 2	£18.30	7	£128.10
34	10/10/2022	Saturday	100	Manager	£21.50	8	£172.00
35	10/10/2022	Saturday	103	Crew Member 1	£16.80	7	£117.60
36	10/10/2022	Saturday	104	Dish Washer	£15.40	8	£123.20
37	10/10/2022	Saturday	102	Head Chef	£20.50	8	£164.00
38	TOTAL	10/10/2022	Saturday			5	£704.90
39	11/10/2022	Sunday	100	Manager	£21.50	8	£172.00
40	11/10/2022	Sunday	101	Crew Member 2	£18.30	8	£146.40
41	11/10/2022	Sunday	103	Crew Member 1	£16.80	7	£117.60
42	11/10/2022	Sunday	102	Head Chef	£20.50	6	£123.00
43	11/10/2022	Sunday	104	Dish Washer	£15.40	8	£123.20
44	TOTAL	11/10/2022	Sunday			5	£682.20
45							
46	TOTAL	11/10/2022	End of Week			5	£3,681.00
47							

=SUM has been used to calculate the total Hours used during the week



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B I U L U<sup>2</sup> Font Wrap Text

Align Center Merge & Center

Currency % 1000

Conditional Formatting Format as Table Styles

Undo Clipboard Font Alignment Number Styles

H46 =SUM(H8:H14,H20:H26,H32:H39,H44)

A	Date	Days	Emp_ID	Job_Role	Hourly_rate	Hours_Worked	Daily_Salary
25	08/10/2022	Thursday			0		£-
26	TOTAL	08/10/2022	Thursday		4	27	£519.90
27	09/10/2022	Friday	101	Crew Member 2	£18.30	5	£91.50
28	09/10/2022	Friday	100	Manager	£21.50	7	£150.50
29	09/10/2022	Friday	103	Crew Member 1	£16.80	8	£134.40
30	09/10/2022	Friday	101	Crew Member 2	£18.30	6	£109.80
31	09/10/2022	Friday	0		£-		£-
32	TOTAL	09/10/2022	Friday		4	26	£486.20
33	10/10/2022	Saturday	101	Crew Member 2	£18.30	7	£128.10
34	10/10/2022	Saturday	100	Manager	£21.50	8	£172.00
35	10/10/2022	Saturday	103	Crew Member 1	£16.80	7	£117.60
36	10/10/2022	Saturday	104	Dish Washer	£15.40	8	£123.20
37	10/10/2022	Saturday	102	Head Chef	£20.50	8	£164.00
38	TOTAL	10/10/2022	Saturday		5	38	£704.90
39	11/10/2022	Sunday	100	Manager	£21.50	8	£172.00
40	11/10/2022	Sunday	101	Crew Member 2	£18.30	8	£146.40
41	11/10/2022	Sunday	103	Crew Member 1	£16.80	7	£117.60
42	11/10/2022	Sunday	102	Head Chef	£20.50	6	£123.00
43	11/10/2022	Sunday	104	Dish Washer	£15.40	8	£123.20
44	TOTAL	11/10/2022	Sunday		5	37	£682.20
45							
46	TOTAL	11/10/2022	End of Week		5	259	£3,681.00

= SUM has been used to calculate the total Salary used during the week

### 3 Budgeting

### 3.1 Substruction

A Budgeting table has been created to keep track of Hours & Salary

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Undo Clipboard Font Alignment Number Styles

Calibri 11 A<sup>+</sup> Wrap Text

B I U Text Color Background Color Conditional Formatting Format as Table Styles

HS1 I X ✓ f<sub>x</sub> =(H50-G46)

	A	B	C	D	E	F	G	H
31		09/10/2022	Friday	0				
32	TOTAL	09/10/2022	Friday		4		26	£486.20
33		10/10/2022	Saturday	101	Crew Member 2	£18.30	7	£128.10
34		10/10/2022	Saturday	100	Manager	£21.50	8	£172.00
35		10/10/2022	Saturday	103	Crew Member 1	£16.80	7	£117.60
36		10/10/2022	Saturday	104	Dish Washer	£15.40	8	£123.20
37		10/10/2022	Saturday	102	Head Chef	£20.50	8	£164.00
38	TOTAL	10/10/2022	Saturday		5		38	£704.90
39		11/10/2022	Sunday	100	Manager	£21.50	8	£172.00
40		11/10/2022	Sunday	101	Crew Member 2	£18.30	8	£146.40
41		11/10/2022	Sunday	103	Crew Member 1	£16.80	7	£117.60
42		11/10/2022	Sunday	102	Head Chef	£20.50	6	£123.00
43		11/10/2022	Sunday	104	Dish Washer	£15.40	8	£123.20
44	TOTAL	11/10/2022	Sunday		5		37	£682.20
45								
46	TOTAL	11/10/2022	End of Week		5		252	£3,681.00
47								
48								
49								
50								
51								
52								
53								
54								

Budgeting	
Available hours	280
Extra Hours	28
Salary Budget	£4,500.00
Extra Budget	£819.00

Available Hours Minus  
Used Hours

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Clipboard Font Alignment Number Styles

H54 = (H53:H46)

	A	B	C	D	E	F	G	H	I
31		09/10/2022	Friday						
32	TOTAL	09/10/2022	Friday					26	£486.20
33		10/10/2022	Saturday	101	Crew Member 2	£18.30		7	£128.10
34		10/10/2022	Saturday	100	Manager	£21.50		8	£172.00
35		10/10/2022	Saturday	103	Crew Member 1	£16.80		7	£117.60
36		10/10/2022	Saturday	104	Dish Washer	£15.40		8	£123.20
37		10/10/2022	Saturday	102	Head Chef	£20.50		8	£164.00
38	TOTAL	10/10/2022	Saturday					38	£704.90
39		11/10/2022	Sunday	100	Manager	£21.50		8	£172.00
40		11/10/2022	Sunday	101	Crew Member 2	£18.30		8	£146.40
41		11/10/2022	Sunday	103	Crew Member 1	£16.80		7	£117.60
42		11/10/2022	Sunday	102	Head Chef	£20.50		6	£123.00
43		11/10/2022	Sunday	104	Dish Washer	£15.40		8	£123.20
44	TOTAL	11/10/2022	Sunday					37	£682.20
45									
46	TOTAL	11/10/2022	End of Week					252	£3,681.00
47									
48									
49									
50									
51									
52									
53									
54									

Budgeting

Available hours	280
Extra Hours	28
Salary Budget	£4,500.00
Extra Budget	£814.90

Available Salary Minus  
Used Salary

## 5 Creation of New Sheets

Duplicate of the Week\_1 has been created to create Week\_2, Week\_3 & Week\_4

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Clipboard Font Alignment Number Styles

H54 = (H53:H46)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															

Employer\_Details Week\_1 Week\_2 Week\_3 Week\_4 Period\_Report Period\_Charts

Duplicates



**=VLOOKUP(Week\_11SC58,Week\_11SC58:\$C\$8,1,FALSE)**

Period review			
	Staffs	Hours	Salary
1/10/2022	5	252	£3,681.00
1/10/2022	4	240	£3,295.80
1/10/2022	5	232	£3,388.90
1/11/2022	4	223	£3,132.30
	4	947	£13,498.00

  

Budgeting			
Hours	Hours_Used	Hours_Saved	Salary
available	Hours_Used	Hours_Saved	Salary_Available
280	252	28	£4,500.00
280	240	40	£4,500.00
280	232	48	£4,500.00
280	223	57	£4,500.00
1120	947	173	£18,000.00

  

Period report			
WEEK 1	Staffs	Hours	Salary
05/10/2022 Monday	5	34	£640.50
06/10/2022 Tuesday	5	32	£581.30
07/10/2022 Wednesday	5	32	£598.90
08/10/2022 Thursday	4	27	£519.90
09/10/2022 Friday	4	26	£486.20
10/10/2022 Saturday	5	38	£704.90
11/10/2022 Sunday	5	37	£682.20
11/10/2022 Week 1	5	252	£3,681.00

  

WEEK 3			
Staffs	Hours	Salary	Date
4	24	£466.10	19/10/2022 Monday
4	25	£462.60	20/10/2022 Tuesday
5	30	£565.30	21/10/2022 Wednesday
4	26	£498.20	22/10/2022 Thursday
5	31	£571.50	23/10/2022 Friday
5	31	£577.60	24/10/2022 Saturday
5	34	£653.20	25/10/2022 Sunday
5	232	£3,388.90	25/10/2022 Week 3

**=VLOOKUP(Week\_11E8,Week\_11E8:F8,1,FALSE)**

Period review			
	Staffs	Hours	Salary
11/10/2022	5	252	£3,681.00
18/10/2022	4	240	£3,295.80
25/10/2022	5	232	£3,388.90
01/11/2022	4	223	£3,132.30
	4	947	£13,498.00

  

Budgeting			
Hours	Hours_Used	Hours_Saved	Salary
available	Hours_Used	Hours_Saved	Salary_Available
280	252	28	£4,500.00
280	240	40	£4,500.00
280	232	48	£4,500.00
280	223	57	£4,500.00
1120	947	173	£18,000.00

  

Period report			
WEEK 1	Staffs	Hours	Salary
05/10/2022 Monday	5	34	£640.50
06/10/2022 Tuesday	5	32	£581.30
07/10/2022 Wednesday	5	32	£598.90
08/10/2022 Thursday	4	27	£519.90
09/10/2022 Friday	4	26	£486.20
10/10/2022 Saturday	5	38	£704.90
11/10/2022 Sunday	5	37	£682.20
11/10/2022 Week 1	5	252	£3,681.00

  

WEEK 3			
Staffs	Hours	Salary	Date
4	24	£466.10	19/10/2022 Monday
4	25	£462.60	20/10/2022 Tuesday
5	30	£565.30	21/10/2022 Wednesday
4	26	£498.20	22/10/2022 Thursday
5	31	£571.50	23/10/2022 Friday
5	31	£577.60	24/10/2022 Saturday
5	34	£653.20	25/10/2022 Sunday
5	232	£3,388.90	25/10/2022 Week 3

**=VLOOKUP(Week\_11SG58,Week\_11SG58:\$H\$8,1,FALSE)**

Period review			
	Staffs	Hours	Salary
11/10/2022	5	252	£3,681.00
18/10/2022	4	240	£3,295.80
25/10/2022	5	232	£3,388.90
01/11/2022	4	223	£3,132.30
	4	947	£13,498.00

  

Budgeting			
Hours	Hours_Used	Hours_Saved	Salary
available	Hours_Used	Hours_Saved	Salary_Available
280	252	28	£4,500.00
280	240	40	£4,500.00
280	232	48	£4,500.00
280	223	57	£4,500.00
1120	947	173	£18,000.00

  

Period report			
WEEK 1	Staffs	Hours	Salary
05/10/2022 Monday	5	34	£640.50
06/10/2022 Tuesday	5	32	£581.30
07/10/2022 Wednesday	5	32	£598.90
08/10/2022 Thursday	4	27	£519.90
09/10/2022 Friday	4	26	£486.20
10/10/2022 Saturday	5	38	£704.90
11/10/2022 Sunday	5	37	£682.20
11/10/2022 Week 1	5	252	£3,681.00

  

WEEK 3			
Staffs	Hours	Salary	Date
4	24	£466.10	19/10/2022 Monday
4	25	£462.60	20/10/2022 Tuesday
5	30	£565.30	21/10/2022 Wednesday
4	26	£498.20	22/10/2022 Thursday
5	31	£571.50	23/10/2022 Friday
5	31	£577.60	24/10/2022 Saturday
5	34	£653.20	25/10/2022 Sunday
5	232	£3,388.90	25/10/2022 Week 3

**=VLOOKUP(Week\_11SH58,Week\_11SH58,1,FALSE)**

Period review			
	Staffs	Hours	Salary
11/10/2022	5	252	£3,681.00
18/10/2022	4	240	£3,295.80
25/10/2022	5	232	£3,388.90
01/11/2022	4	223	£3,132.30
	4	947	£13,498.00

  

Budgeting			
Hours	Hours_Used	Hours_Saved	Salary
available	Hours_Used	Hours_Saved	Salary_Available
280	252	28	£4,500.00
280	240	40	£4,500.00
280	232	48	£4,500.00
280	223	57	£4,500.00
1120	947	173	£18,000.00

  

Period report			
WEEK 1	Staffs	Hours	Salary
05/10/2022 Monday	5	34	£640.50
06/10/2022 Tuesday	4	25	£462.60
07/10/2022 Wednesday	5	30	£565.30
08/10/2022 Thursday	4	26	£498.20
09/10/2022 Friday	5	31	£571.50
10/10/2022 Saturday	5	31	£577.60
11/10/2022 Sunday	5	34	£653.20
11/10/2022 Week 1	5	252	£3,681.00

  

WEEK 3			
Staffs	Hours	Salary	Date
4	24	£466.10	19/10/2022 Monday
4	25	£462.60	20/10/2022 Tuesday
5	30	£565.30	21/10/2022 Wednesday
4	26	£498.20	22/10/2022 Thursday
5	31	£571.50	23/10/2022 Friday
5	31	£577.60	24/10/2022 Saturday
5	34	£653.20	25/10/2022 Sunday
5	232	£3,388.90	25/10/2022 Week 3

## 6.2 Weekly Tables

The same procedures has been done for the tables of WEEK 1, WEEK 2, WEEK 3 & WEEK 4.

J	K	L	M	N	O	P	Q	R	S	T	U	V
<b>Period report</b>												
<b>WEEK 1</b>						<b>WEEK 2</b>						
Date	Day	Staffs	Hours	Salary		Date	Day	Staffs	Hours	Salary		
05/10/2022	Monday	5	34	£640.50		12/10/2022	Monday	4	27	£503.60		
06/10/2022	Tuesday	5	32	£581.30		13/10/2022	Tuesday	3	22	£409.80		
07/10/2022	Wednesday	5	32	£598.90		14/10/2022	Wednesday	4	26	£487.60		
08/10/2022	Thursday	4	27	£519.90		15/10/2022	Thursday	3	20	£407.00		
09/10/2022	Friday	4	26	£486.20		16/10/2022	Friday	5	37	£681.90		
10/10/2022	Saturday	5	38	£704.90		17/10/2022	Saturday	5	37	£684.90		
11/10/2022	Sunday	5	37	£682.20		18/10/2022	Sunday	5	34	£633.90		
11/10/2022	Week 1	5	252	£3,681.00		18/10/2022	Week 2	4	240	£3,295.80		
<b>WEEK 3</b>						<b>WEEK 4</b>						
Date	Day	Staffs	Hours	Salary		Date	Day	Staffs	Hours	Salary		
19/10/2022	Monday	4	24	£466.10		26/10/2022	Monday	4	29	£559.70		
20/10/2022	Tuesday	4	25	£462.60		27/10/2022	Tuesday	4	27	£512.60		
21/10/2022	Wednesday	5	30	£565.30		28/10/2022	Wednesday	3	20	£380.90		
22/10/2022	Thursday	4	26	£498.20		29/10/2022	Thursday	3	18	£357.40		
23/10/2022	Friday	5	31	£571.50		30/10/2022	Friday	5	32	£597.40		
24/10/2022	Saturday	5	31	£577.60		31/10/2022	Saturday	5	33	£606.20		
25/10/2022	Sunday	5	34	£653.20		01/11/2022	Sunday	5	32	£595.30		
25/10/2022	Week 3	5	232	£3,388.90		01/11/2022	Week 4	4	223	£3,132.30		

## 6.3 Period Review

The Period Review table has been created with VLOOKUP & Various calculations to retrieve the relevant data.

(Download and check the full Excel file to check full codes)

C4						
=VLOOKUP(K11,K11,1,FALSE)						
A	B	C	D	E	F	G
<b>Period rivew</b>						
Week	Date	Staffs	Hours	Salary		
Week 1	11/10/2022	5	252	£3,681.00		
Week 2	18/10/2022	4	240	£3,295.80		
Week 3	25/10/2022	5	232	£3,388.90		
Week 4	01/11/2022	4	223	£3,132.30		
TOTAL		4	947	£13,498.00		

## 6.4 Budgeting Table

The Budgeting table has been created with VLOOKUP and various calculations to retrieve the relevant data.

(Download and check the full Excel file to check full codes)

Budgeting							
Column1	Hours			Salary			
	Hours_Available	Hours_Used	Hours_Saved	Salary_Available	Salary_Used	Salary_Saved	
Week 1	280	252	28	£4,500.00	£3,681.00	£819.00	
Week 2	280	240	40	£4,500.00	£3,295.80	£1,204.20	
Week 3	280	232	48	£4,500.00	£3,388.90	£1,111.10	
Week 4	280	223	57	£4,500.00	£3,132.30	£1,367.70	
Total	1120	947	173	£18,000.00	£13,498.00	£4,502.00	

## 7 Dashboard

A Period\_Chart sheet has been created with relevant charts to analyse the period.

