

Employee Data Analysis using Excel

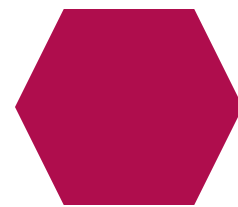


STUDENT NAME: S.RAMYA

REGISTER NO: 312220261

DEPARTMENT: B.COM(GENERAL)

COLLEGE: JEPPIAAR COLLEGE OF ARTS AND SCIENCE



PROJECT TITLE


Visualising employees 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

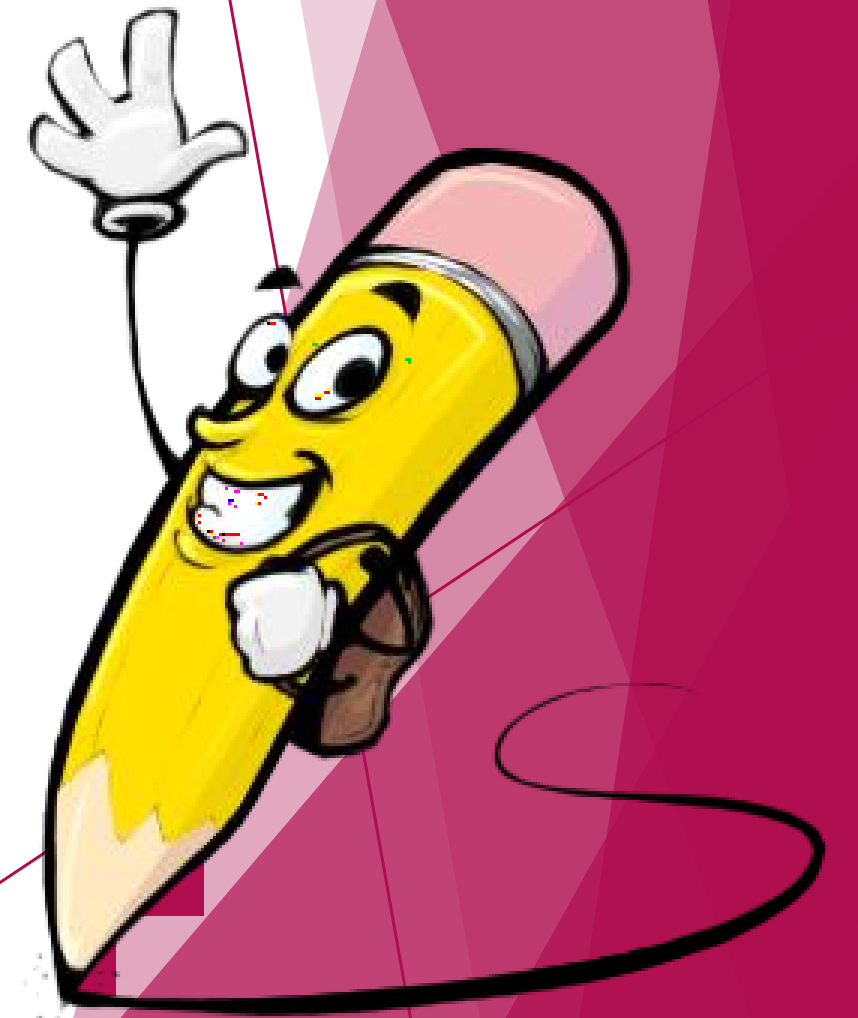
- Describe the challenge of monitoring and analyzing employee attendance. 
- Discuss the impact of absenteeism, tardiness, and overall attendance trends on business operations.
- Highlight the need for a reliable system to visualize and interpret attendance data.



PROJECT OVERVIEW



- Provide an overview of the project's objectives, such as improving attendance tracking and identifying patterns.
- Vutline the key steps taken in the project: data collection, data visualization, analysis, and interpretativn.



WHO ARE THE END USERS?

stakeholders who will benefit from this project:

- ▶ HR Managers: For tracking and managing employee attendance.

Department Heads: For monitoring team attendance trends.

- ▶ Executives: For strategic decision-making based on workforce reliability.

- ▶ Employees: To review personal attendance records and understand trends.

OUR SOLUTION AND ITS VALUE PROPOSITION



- Highlight how this tool helps in:
 - ▶ Identifying attendance trends (e.g., frequent absenteeism, lateness).
 - Providing actionable insights for improving attendance.
 - ▶ Enhancing HR decision-making with clear visual data representation.

Dataset Description

Employee	present days	Absent days.	Late days
John	20	2	1
Sarah	18	2	2
Marks	22	1	0

Trends and facts

- Discuss any notable trends observed in the attendance data:
 - ▶ Seasonal trends (e.g., higher absenteeism during flu season).
 - Departmental differences in attendance patterns.
- Present unique solutions to tackle identified problems:
 - ▶ Introducing flexible working hours to reduce lateness.
 - ▶ Implementing attendance incentives to improve overall attendance.



MODELLING

- Explain how the data was processed and structured for visualization.
- Describe the types of Excel charts used:
 - ▶ Bar Chart: For comparing the number of present, absent, and late days per employee.
 - ▶ Pie Chart: For visualizing the proportion of attendance statuses across all employees.

RESULTS

- **Bar Chart Example:** Display a bar chart showing attendance patterns for key employees.
- **Pie Chart Example:** Show a pie chart representing overall attendance distribution (e.g., 85% Present, 10% Absent, 5% Late).

conclusion

-
- **Emphasize how the visualizations created in Excel can help stakeholders make informed decisions.**