**Documentation of HR analytics project**

1. Load excel file to Power BI
2. Data pre-processing
   1. Copy the main excel sheet to make a template file
   2. Pick only one month sheet for scenario
   3. Remove other columns
   4. Expand table
   5. Remove changed type step
   6. Remove the header (Column 1, Column 2,…)
   7. Remove first rows
   8. Rename columns
   9. Unpivoted columns except Employee Code and Name
   10. Rename column names and data types
   11. Removed errors
3. Create a new parameter named “Worksheet”
4. Hard Filter ‘Template’ with the new parameter
5. Create a new function on Template
6. Main
   1. Create a new table called “Measure Table”
   2. Create new measure “Total Working Days”
   3. Create new column in the Final Data named “WFH column”
   4. Create new measure “WFH count”, “Present Days”, and “Presence %”
   5. Add new column “Month” then add slicer
   6. Create new measure “WFH %”
   7. Create new column in Final Data called “SL Count”
   8. Create new measure “SL count” and “SL %” in measure table
   9. Create new column “Day of Week”
7. Add Visualization
   1. Add a title
   2. Add slicer for different month
   3. Add text boxes of Total office days, Presence %, WFH %. SL %
   4. Add Table of Employee name, Presence %, WFH %. SL %
   5. Add Table for attendance sheet
   6. Add bar chart of SL count
   7. Add area chart for presence % by date
   8. Add table for presence and WFH % by day of week
   9. Add pie chart for presence and WFH