Employee Data Analysis using Excel

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PROJECT TITLE:

Male employee type, Department, FTE, Salary Analysis using Excel

AGENDA:

1.Project Overview
2.End Users
3.Our Solution and Proposition
4.Dataset Description
5.Problem Statement
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.

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 FTE 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
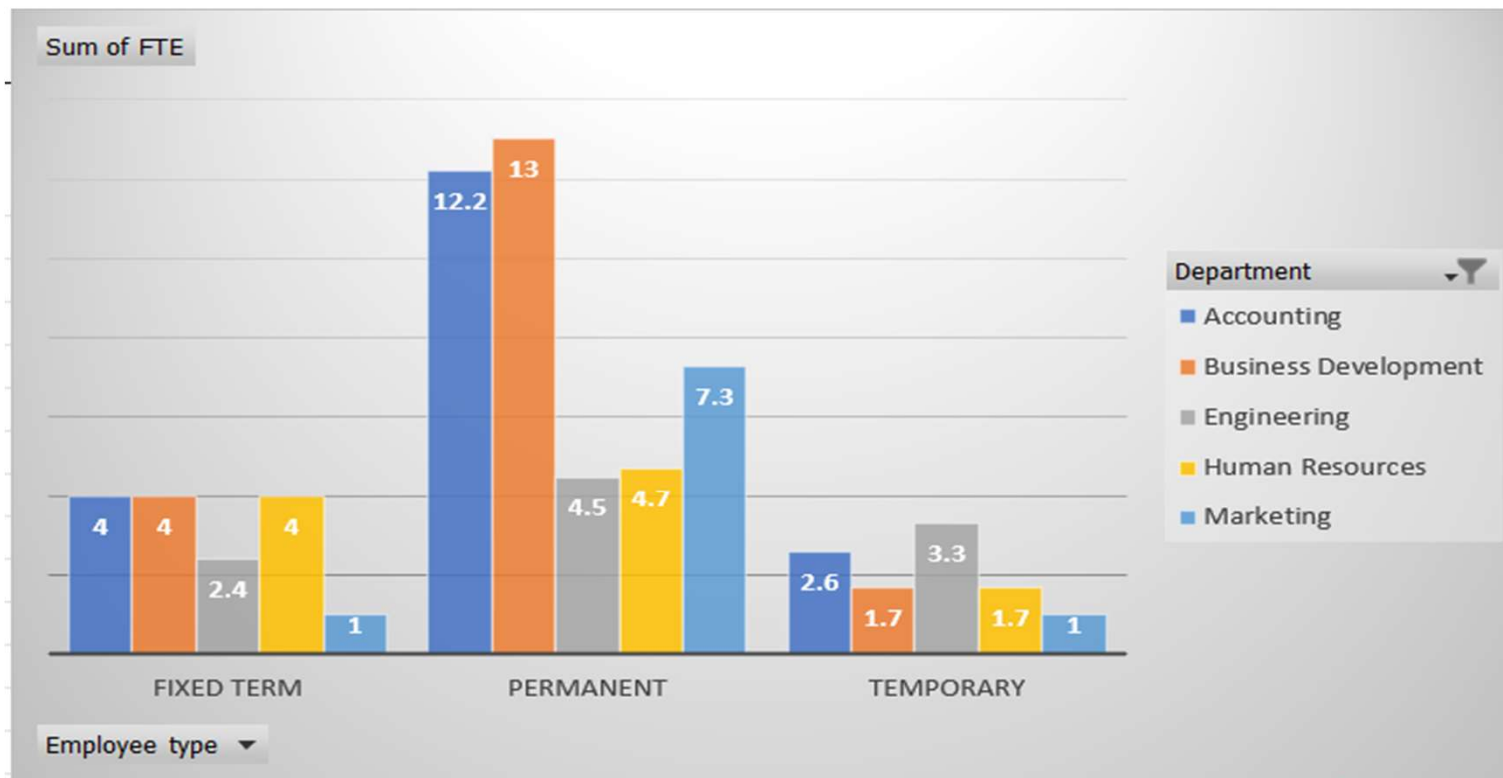 - THE CHART IS CREATED.

RESULTS:

1.TABLE:

Sum of FTE	Column Labels					
Row Labels	Accounting	Business Development	Engineering	Human Resources	Marketing	Grand Total
Fixed Term	4	4	2.4	4	1	15.4
Permanent	12.2	13	4.5	4.7	7.3	41.7
Temporary	2.6	1.7	3.3	1.7	1	10.3
Grand Total	18.8	18.7	10.2	10.4	9.3	67.4

2.BAR DIAGRAM:

Conclusion:

Analyzing employee performance based on departments, employee type, and Full-Time Equivalent (FTE) using Excel provides crucial insights into workforce dynamics and organizational efficiency. By breaking down performance metrics across different departments, it becomes easier to identify areas of strength and those needing improvement. Evaluating employee types-such as full-time, part-time, and contract workers-helps in understanding their respective contributions and informs decisions on hiring and resource allocation. Additionally, analyzing performance in relation to FTE allows for a fair comparison across employees with varying workloads, ensuring a balanced assessment of productivity. Excel's powerful tools, such as pivot tables and charts, make it easy to visualize these insights, enabling data-driven decision-making that can lead to enhanced organizational performance and better strategic planning.