User Requirements Doc: Absenteeism at Work Dashboard

Objective

To analyze the data to uncover trends in absenteeism by day of the week, month, or season and reward a healthy employee lifestyle.

Problems identified

- Provide a list of Healthy individuals & low absenteeism for our healthy bonus program – Total budget $1000 USD.
- Calculate a wage increase or annual compensation for non-smokers for
  - Insurance budget of $983,221 for all non-smokers.
- Create a dashboard for HR to understand absenteeism at work based on approved wireframe.

Target audience

- Primary – Head of HR
- Secondary - HR team members department

Use cases

1. Identify the healthy individuals & low absenteeism employees with

User story

As the Head of HR, I want to identify the healthy individuals & low absenteeism employees for our healthy bonus program that been budgeted around $1000 USD. I also want to identify wage increase for non-smokers for insurance budget of $983,221 fro all non-smokers.

Acceptance criteria

The dashboard should

- List the employee and categories, time and trends, reason and comparison.
- Display key metrics (absenteeism time, reason for absence, day of the week, month, and season should be included and cleaned.)
- Clear insights into how absenteeism affects workload and transportation expenses, and correlate these to absenteeism trends.
- Be user-friendly and easy to filter/sort
- Use the most recent data possible

Information needed

Head of HR needs the healthy individuals & low absenteeism employee in the company, and the key metrics needed include:

- Average of absenteeism time in hours
- Sum of absenteeism time in hours
- Count of education
- Count of pet
- Count of social smoker
- Count of social drinker
- Average of transportation expenses
- Work load average per day

Data needed

The dataset to produce the information we need should include the following fields

- ID (string)
- Reason of absence (tinyint)
- Month of absence (tinyint)
- Day of the week (tinyint)
- Seasons (tinyint)
- Transportation expense (tinyint)
- Work load average per day (tinyint)
- Disciplinary failure (bit)
- Education (tinyint)
- Social drinker (bit)
- Social smoker (bit)
- Pet (tinyint)
- Weight (tinyint)
- Body mass index (tinyint)

- Absenteeism time in hours (tinyint)
- Compansation (tinyint)
- Number (tinyint)
- Reason (varchar)

Data quality checks

We need to add measures in place to confirm the dataset contains the data required without any issues – here are some of the data quality checks we need to conduct:

- Row count check
- Column count check
- Data type check
- Duplicate check
- Join table

Additional requirements

- Document the solution and include the data sources, transformation processes and walk through on analysis conclusions
- Make source code and docs available on GitHub
- Ensure the solution is reproducible and maintainable so that it can support future updates