Employee Data Analysis using Excel

STUDENT NAME : VAISHNAVI.S

REGISTER NO   : 312210573

DEPARTMENT   : BCOM ACCOUNTING AND FINANCE

COLLEGE   : SRM ARTS AND SCIENCE COLLEGE

PROJECT TITLE

Employee Attendance Analysis using Excel

AGENDA

PROBLEM STATEMENT

1. IDENTIFYING THE PROBLEM: Performance gaps, high turnover ratio.

2. IMPACT ON BUSINESS OBJECTIVES: Missed targets, customer satisfaction.

3. DATA COLLECTION CHALLENGES: Lack of centralised Data, inaccurate data.

4. CURRENT ASSESMENT METHODS: Limited use of data analystics,evaluation.

5. NEED FOR IMPROVEMENT: Enhanced decision making, employee development.

PROJECT OVERVIEW

- **Comprehensive Performance Analysis**: Delving into employee performance through a multi-faceted approach, considering key factors such as gender, performance levels, ratings, and individual achievements.

- **Trend Identification**: Uncovering trends and patterns across various performance categories, from high achievers to those needing improvement, ensuring a holistic view of the workforce.

WHO ARE THE END USERS?

The end users encompass a broad range of stakeholders, including the HR Team, Managers, Supervisors, Department Heads, Senior Leadership, Employers, Employees, and the Training and Development Team, among others.

1. **Employees**: Empowered to access their individual performance data, set personal goals, and monitor their progress effectively.

2. **HR Team**: Charged with the critical tasks of managing employee data, tracking performance metrics, and identifying key areas for continuous improvement.

OUR SOLUTION AND ITS VALUE PROPOSITION

1. **Conditional Formatting**: This feature is used to highlight missing values within the data, ensuring that any gaps are easily identifiable.

2. **Filter**: Filters are applied to exclude or remove data points with missing values, streamlining the dataset for accurate analysis.

3. **Formula:** Custom formulas are utilized to determine and evaluate employees' performance levels based on the available data.

4. **Pivot Table**: Pivot tables are employed to summarize and organize employee data, providing a comprehensive overview of performance metrics.

5. **Graph**: Graphs and charts are created to visually represent employee data, making it easier to interpret trends and patterns within the organization.

Dataset Description

i)Kaggle-Employee performance analysis.

ii)26 Features-But only consider 9 features such as,

- Emp id=Numerical Values.

- First Name and Last Name=Alphabet.

- Employee type.

- Performance level.

- Gender=Male and Female.

- Employees Rating=Numerical values.

- Business unit.

- Employee status.

THE "WOW" IN OUR SOLUTION

Approach:

•Power Query and Dynamic Dashboards

• Data Integration and Transformation using Power Query:-

•Data Import: Leverage Power Query to establish connections with diverse data sources (e.g., databases, CSV files), facilitating the seamless import of attendance data into Excel.

•Data Transformation: Directly process and refine the imported data within Power Query. This encompasses filtering, merging tables, and addressing any missing data.

•Automated Refresh: Configure Power Query to automatically refresh data, ensuring that your analyses remain current and accurate.

How to Implement:

• Navigate to *Data > Get & Transform Data > From Table/Range or select other data sources to activate Power Query.
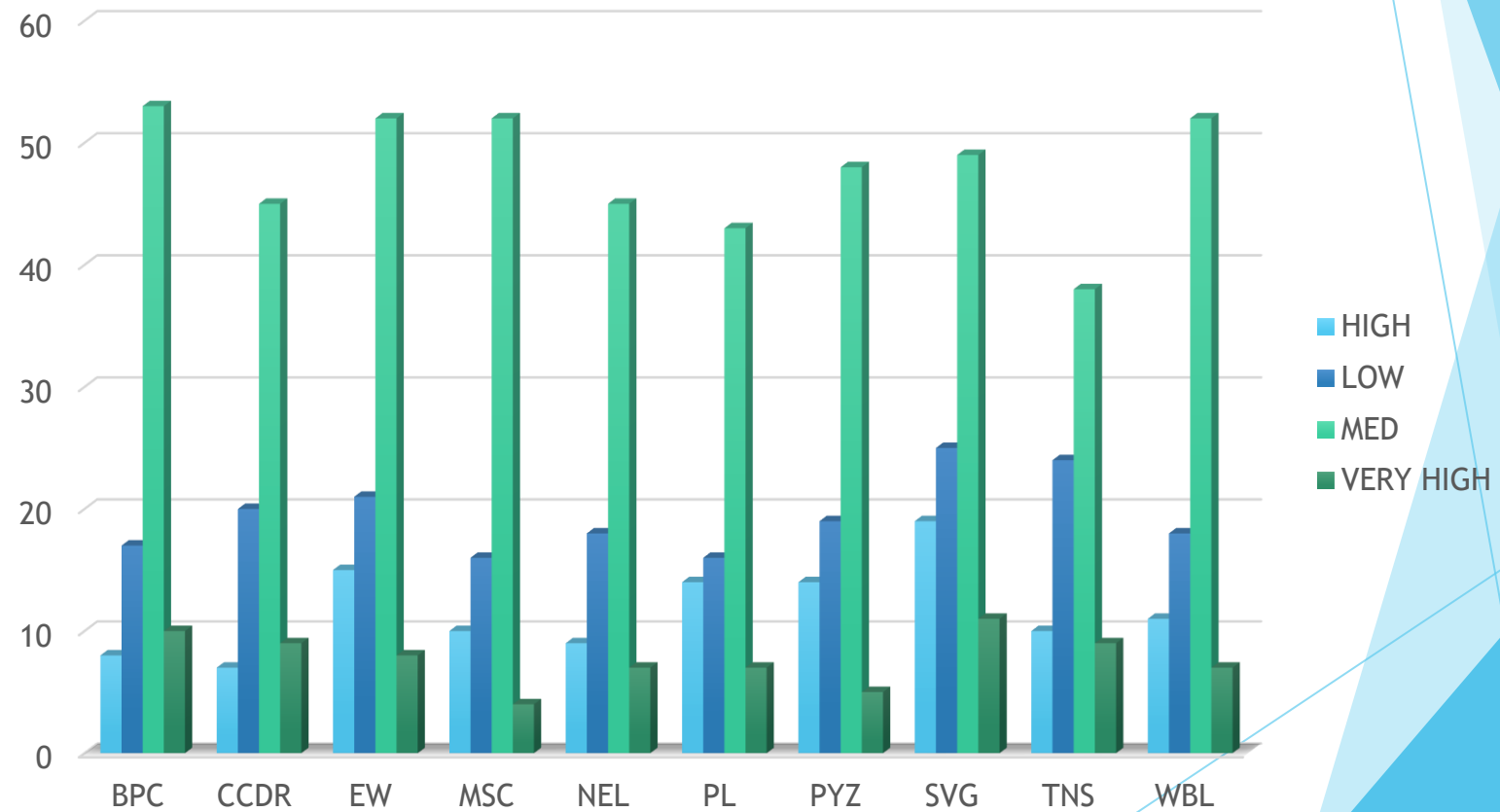
MODELLING

Data collection :

     Employee attendance analysis.
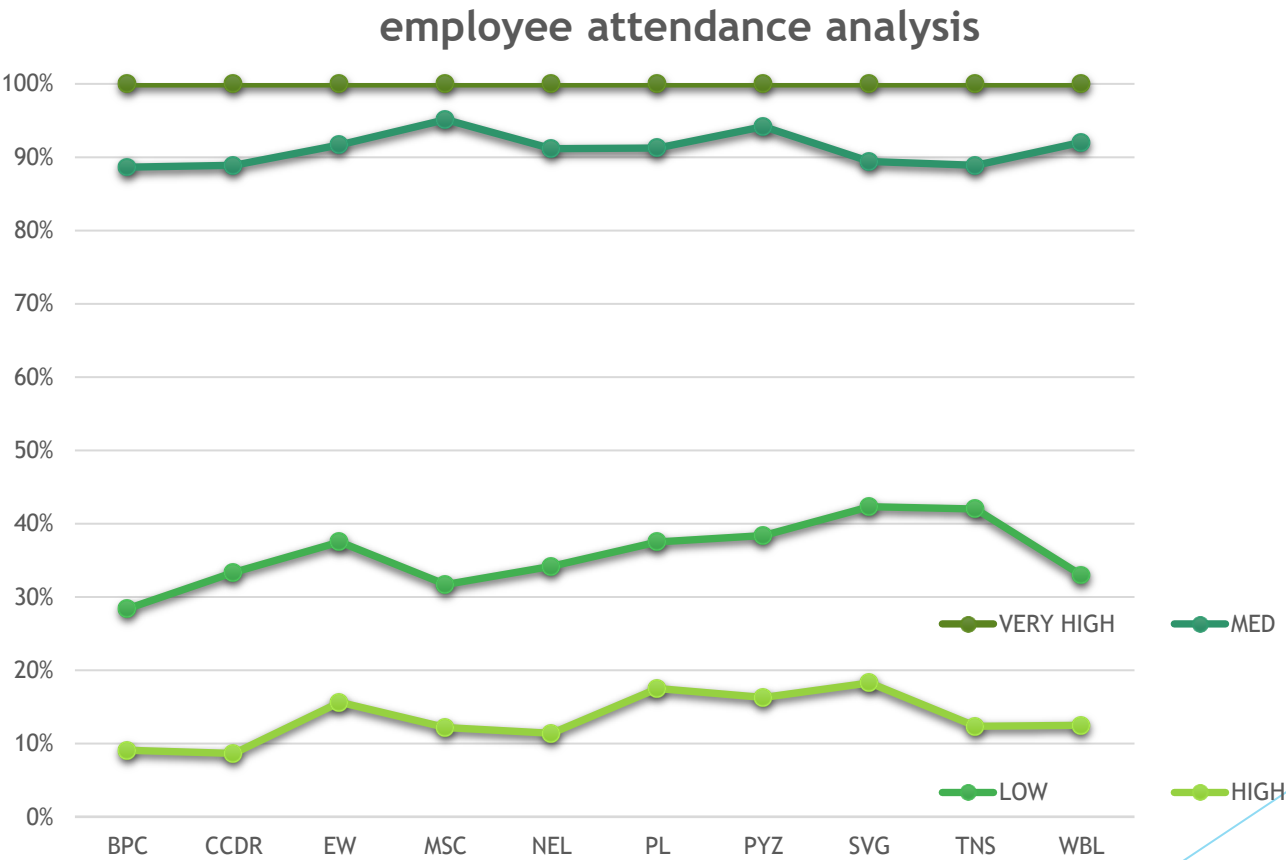
Features collection:

- Descriptive statistics mean and median attendance

- The series analysis trend analysis

- Pivot table and charts attendance summary

- Absenteeism analysis absences rate

RESULTS

employee attendance analysis

RESULTS

employee attendance analysis

conclusion

➢ Augmented performance monitoring and feedback.

➢ Discerned top performers and areas for enhancement.

➢ Furnished tailored development pathways and advancement avenue.

➢ Elevated employee engagement and retention.

➢ Bolstered data-driven decision-making for HR and leadership.

➢ Integrating supplementary data sources and systems.

➢ Amplifying predictive analytics capabilities.

➢ Crafting mobile-friendly interfaces.

➢ Elevating gamification and engagement features.