

Problem Statement:

The HR manager of Atliq Technologies wants to know the working preferences of its Employees.

The HR manager is looking for insights from the Attendance sheet they have over the past three months (April, May, June) for the Year 2022 in the form of Excel.

Key insights to find:

Find the Present % of employees

Find the work-from-home vs work-from-office preference.

If The employee does work from home on which day, do they prefer it?
similarly, find the % of leave for each employee

Procedure:

Import Excel file in Power BI.

Transform Data with the help of power query If needed.

Make a template for any month and apply it to other months so we do not need to change it repeatedly.

Use Data Analysis Expression (DAX) to make new columns.

Make measures as they are helpful in building a Dashboard.

Presence of Employees

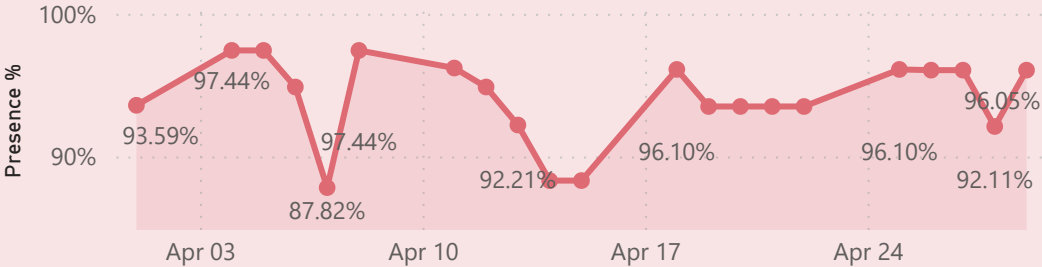
Presence, Work-from-home, & Sick Leave by %

94.05%	9.08%	0.43%
Presence %	WFH %	SL %
0.03	0.00	0.00
PL %	ML %	BL %

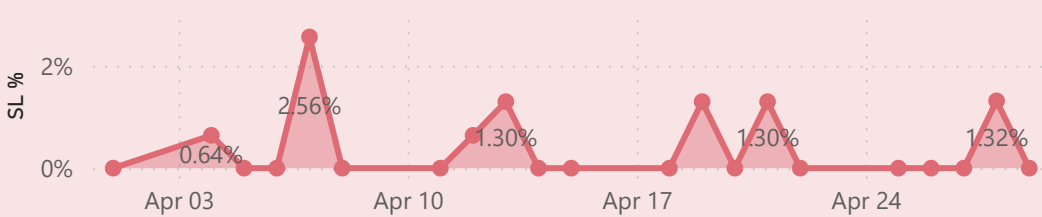
Name	Presence %	SL %
Xiomara Ruiz	95.24%	0.00%
Will Mahoney	85.71%	0.00%
Weston Horton	90.48%	0.00%
Tucker Austin	95.24%	0.00%
Trystan Ortega	80.95%	0.00%
Tori Shannon	100.00%	0.00%
Titus Andersen	100.00%	0.00%
Thanos Thakur	100.00%	0.00%

Name	1 April, 2022	4 April, 2022	5 April, 2022
Xiomara Ruiz	P	P	P
Will Mahoney	P	P	P
Weston Horton	P	P	P
Tucker Austin	P	P	P
Trystan Ortega	P	P	P
Tori Shannon	P	P	P
Titus Andersen	P	P	P
Total	HML	HPL	HPL

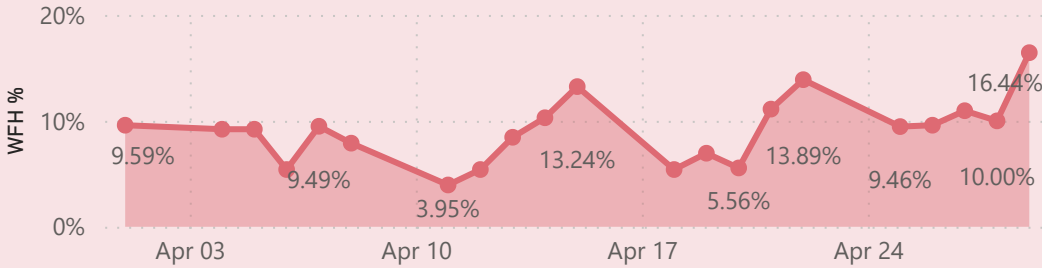
Presence % by Date



SL % by Date



WFH % by Date



month

Apr 22

May 22

Jun 22

Day of week Insights

Day of week	Presence %
Fri	93.78%
Mon	96.46%
Thu	90.42%
Tue	95.47%
Total	94.05%

Day of week	WFH %
Fri	12.15%
Mon	7.00%
Thu	10.23%
Tue	7.80%
Total	9.08%

Day of week	SL %
Fri	0.00%
Mon	0.16%
Thu	1.30%
Tue	0.49%
Total	0.43%