



HR Analytics Dashboard — Employee Attendance Analysis

Project overview: An interactive Excel dashboard built to monitor workforce presence, Work From Home (WFH) behaviour and sick leave (SL) trends to evaluate attendance stability, surface pattern-based absenteeism, and deliver data-driven recommendations to support workforce productivity and planning.

Project Objectives



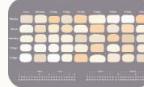
Analyse attendance performance

Quantify present rates and detect persistent gaps across teams and time.



Monitor WFH & SL trends

Track remote-working adoption and medical absenteeism to inform policy.



Identify weekday patterns

Detect repeating weekday dips or spikes that could signal behavioural patterns.



Track daily attendance fluctuations

Surface dates where attendance <85% and flag for investigation.



Recommend optimisation actions

Offer targeted interventions to improve coverage, engagement and planning.

Key Metrics — At a glance

Overall Attendance
Rate
91.55%

Total Working Days
4,439

Total Present Days
4,064

WFH %
11.15%

Sick Leave (SL %)
1.08%

These KPIs form the executive summary for operational monitoring and strategic planning. Use them as control metrics when testing policy changes or staffing models.



Key Insight — Attendance Stability

Attendance is strong at approximately 91.5%, with SL near 1%, indicating low health-related absenteeism. Present days represent the large majority of working days, demonstrating consistent workforce availability.

Operational meaning

Core staffing levels are reliable; scheduling and shift coverage can assume high baseline presence.

Risk

Periodic dips may cause localised service gaps if not addressed proactively.



WFH Patterns

WFH accounts for 11.15% of attendance. The highest concentration occurs on **Fridays and Mondays**, suggesting extended-weekend behaviour or flexible scheduling preferences.

- **Implication**

Teams may experience lower synchronous availability at week edges; plan meetings midweek.

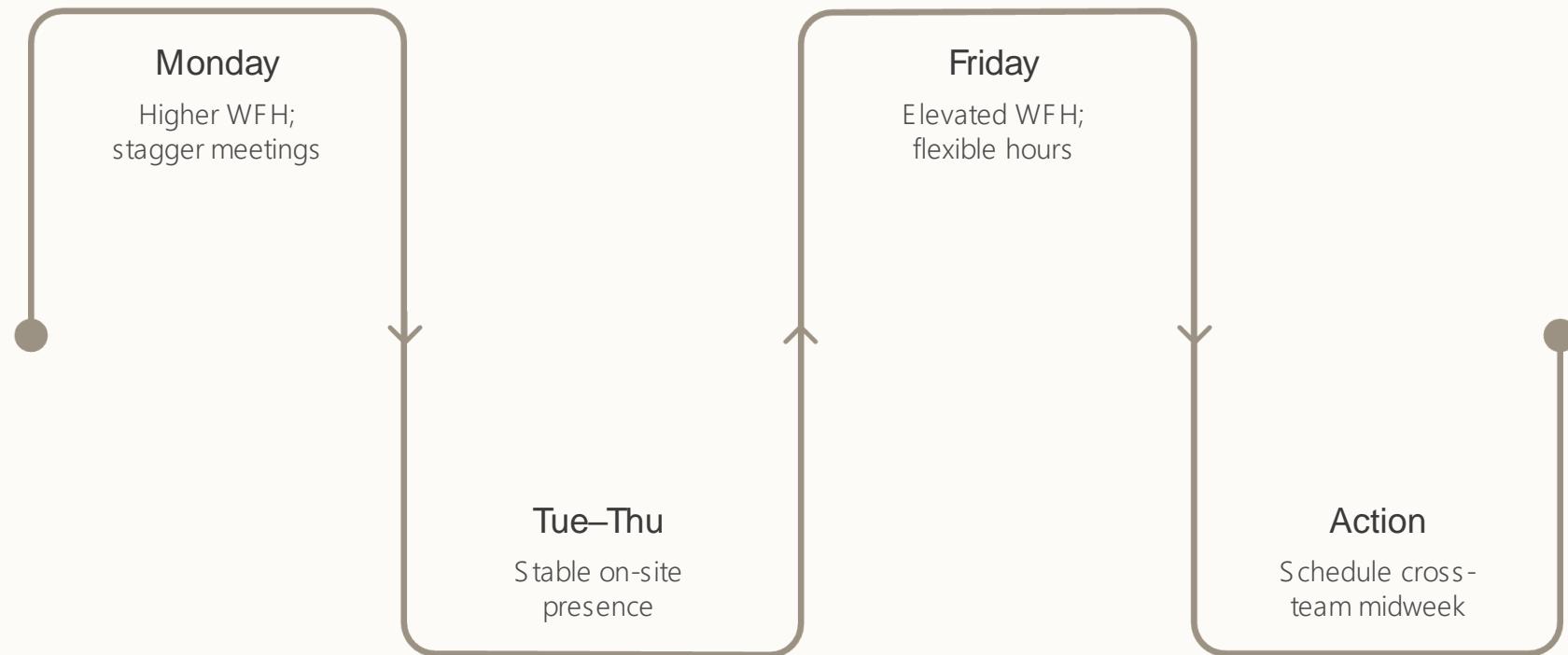
- **Action**

Consider targeted guidelines for expected on-site or core-hours coverage around long weekends.

Daily Attendance Trends



Attendance typically ranges from 78–97%. Most days exceed 90%, but notable dips in early May and mid-June warrant root-cause analysis (events, weather, policy changes, local outbreaks).



Weekday Analysis

Friday and Monday show elevated WFH rates relative to midweek. Tuesday–Thursday demonstrate consistent on-site presence and stable collaboration windows.

01

Adjust scheduling

Schedule cross-team meetings midweek to maximise participation.

02

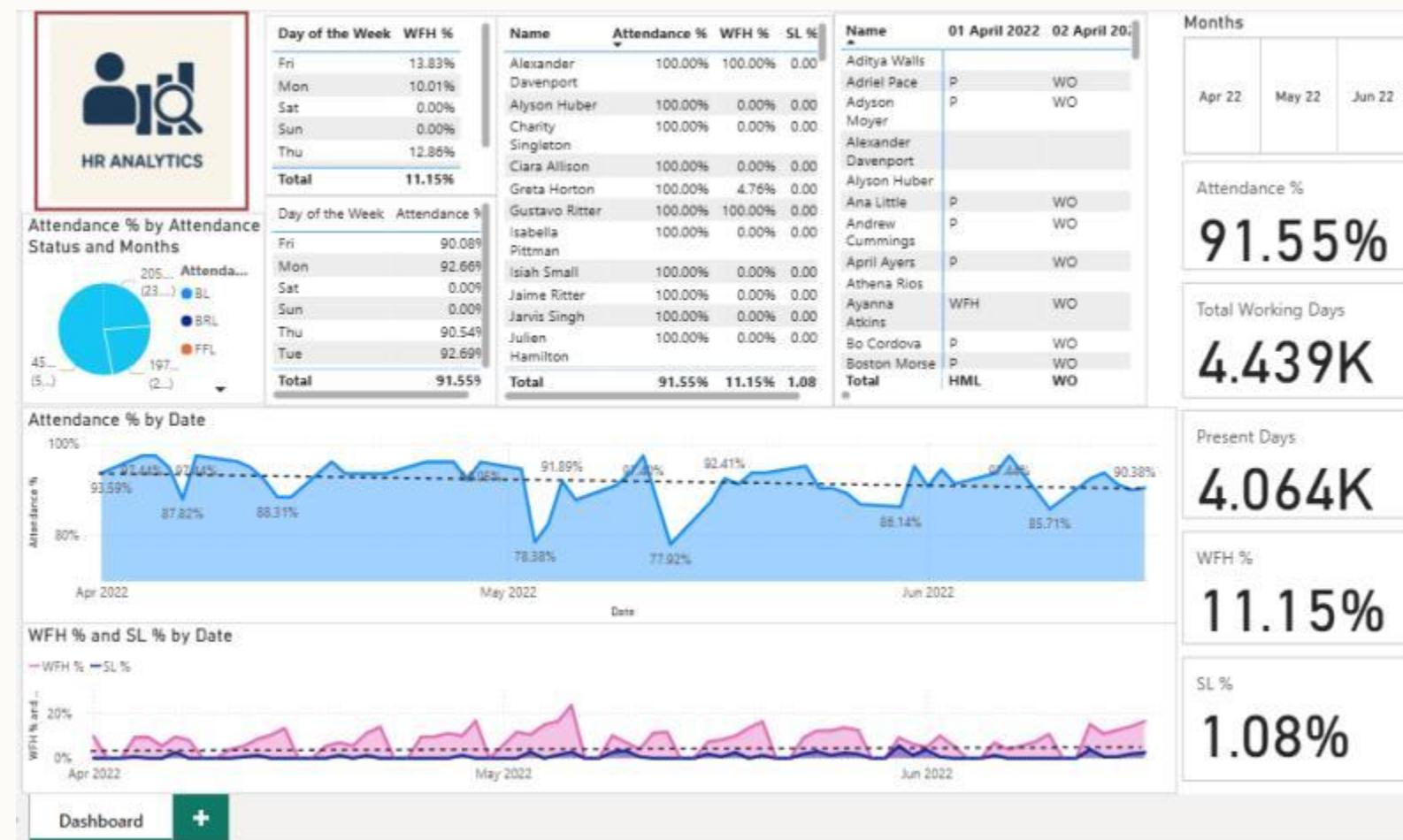
Monitor policies

Track whether flexible policies cause productivity variance on high-WFH days.

Dashboard Preview

A representative screenshot of the Excel workbook (KPI header, trend charts, weekday heatmap and employee table). This visual demonstrates layout, interactivity and the primary analytic views stakeholders will use.

Visuals emphasise clarity: KPIs at the top, interactive trend charts middle, and detailed tables below for drill-down analysis.



Recommendations & Next Steps

- Monitor and investigate WFH spikes on Fridays and Mondays — tie to team-level outcomes.
- Flag dates where attendance falls below 85% for targeted root-cause analysis.
- Align remote-work policy with productivity metrics and set core collaboration hours midweek.
- Implement sample-based performance tracking during WFH days to validate outcomes.
- Establish quarterly attendance reviews using the dashboard and A/B test policy changes.

❑ Priority next step: To run a two-month pilot requiring core hours Tuesday–Thursday for cross-functional teams, measure meeting attendance and task completion to evaluate impact.

