

TRACK. ANALYZE. AUTOMATE.

A SMART EXCEL-BASED ATTENDANCE DASHBOARD

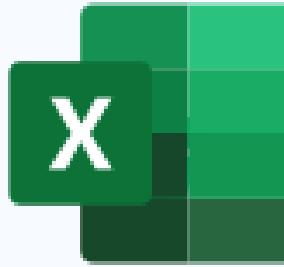
LET'S START

AKHILESH NISHAD

Data Analyst

4th june



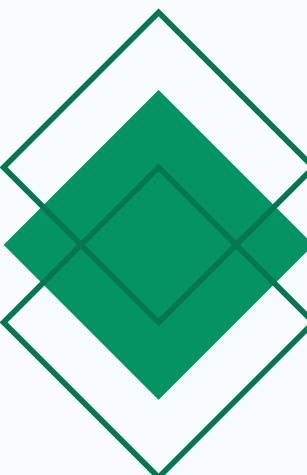


AUTO-GENERATING DATES WITH EXCEL FORMULA

How It Works

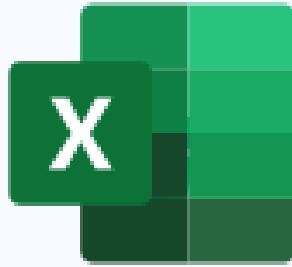
- STARTS FROM 01-JAN-2025
- AUTOMATICALLY INCREMENTS DATE BY 1 IN EACH ROW
- STOPS WHEN IT REACHES 31-JAN-2025
- FORMULA USES: **EOMONTH,IF**
- ABSOLUTE REFERENCE

CONTINUE



| From | To |
|-------------|-------------|
| 01/Jan/2025 | 31/Jan/2025 |
| Date | |
| Week off | |
| 1 | 2 |
| 1001 | |
| 1002 | |
| 1003 | |





GENERATING WEEK OF AND CONVERTING DATE IN TEXT USING EXCEL

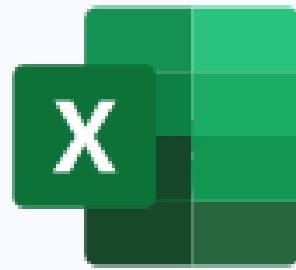
| SR No. | Name | Emp Id |
|----------|---------|--------|
| 1 | Suraj | 1001 |
| 2 | Akhil | 1002 |
| 3 | Nitin | 1003 |
| 4 | Raghav | 1004 |
| 5 | Sourabh | 1005 |
| 6 | Ashish | 1006 |
| 7 | krish | 1007 |
| 8 | Shujit | 1008 |
| 9 | Ravi | 1009 |
| 10 | Arnav | 1010 |
| Divyansh | 1011 | |
| Ishan | 1012 | |
| han | 1013 | |
| v | 1014 | |
| | 1015 | |
| | 1016 | |
| | 1017 | |

From: 01/Mar/2025 Date: Week off To: 31/Mar/2025

=TEXT(K8,"ddd")

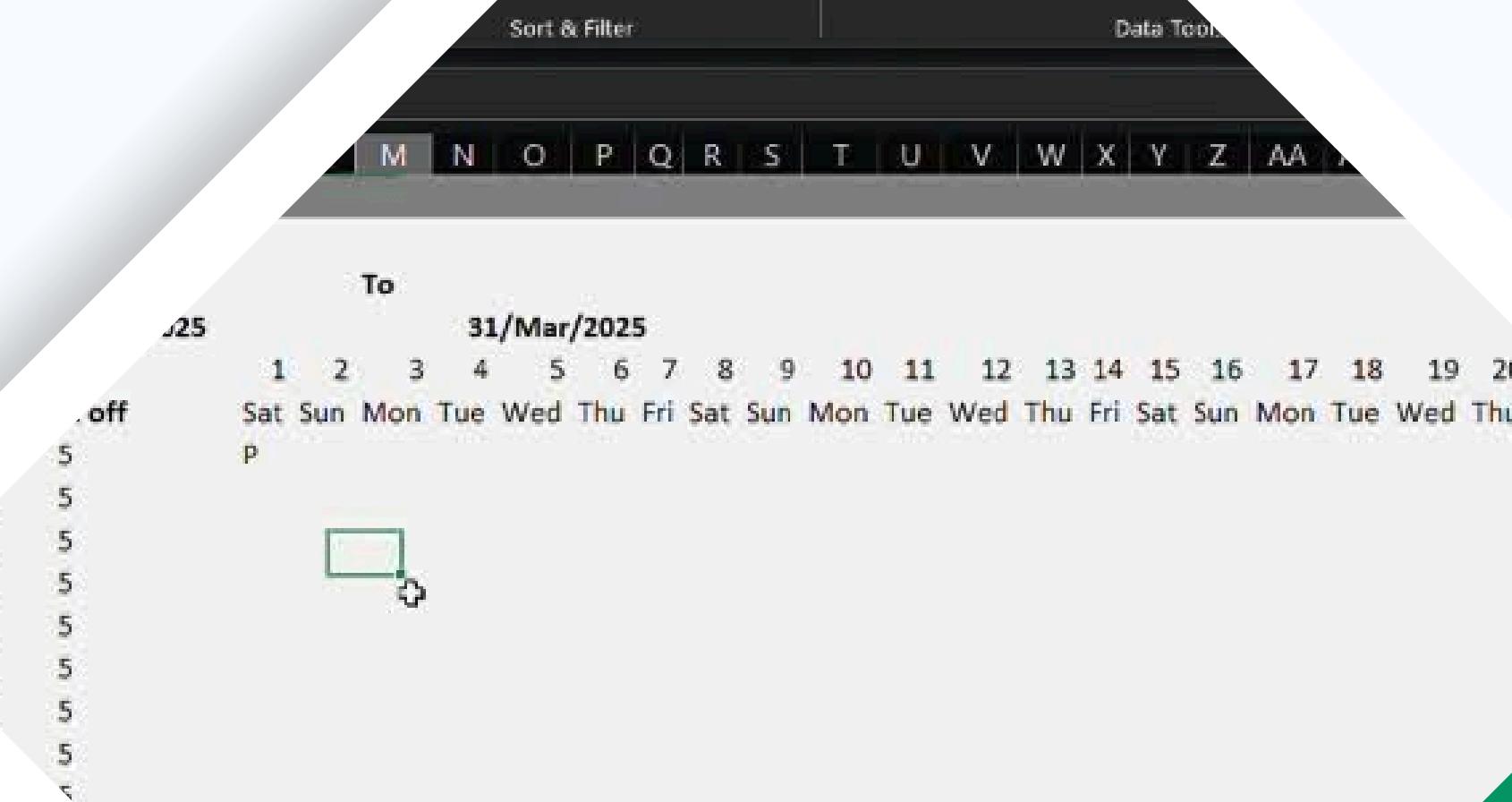
Formula

- **TEXT:- ARG(VALUE,FORMAT)**
VALUE:The Number,Date, cell you want apply, “”
FORMAT: The format you want (I use “ddd” for day)
- **COUNTIF : ARG(RANGE,CRITERIA)**
RANGE:The group of cells you want to check
CRITERIA: the condition you want to count like(1,a,&)



VISUALIZING ATTENDANCE USING CONDITIONAL FORMATTING

HIGHLIGHTING P, AB, L, WO, AND HO AUTOMATICALLY IN EXCEL





EXCEL-BASED SALARY CALCULATION AUTOMATION

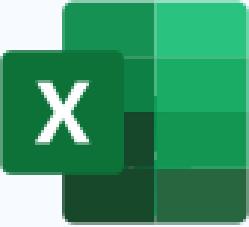
USING FORMULAS TO CALCULATE SALARY COMPONENTS AUTOMATICALLY

- **PER DAY SALARY:** [BASIC SALARY] / [TOTAL PAID DAYS]
 - **DEDUCTION:** [PER DAY SALARY] * [ABSENCE]
 - **TOTAL SALARY (BEFORE ESI):** [BASIC SALARY] - [DEDUCTION]
 - **ESI 1.75%:** [TOTAL SALARY] * 1.75%
 - **NET SALARY:** [TOTAL SALARY] - [ESI]

Arithmetic formula

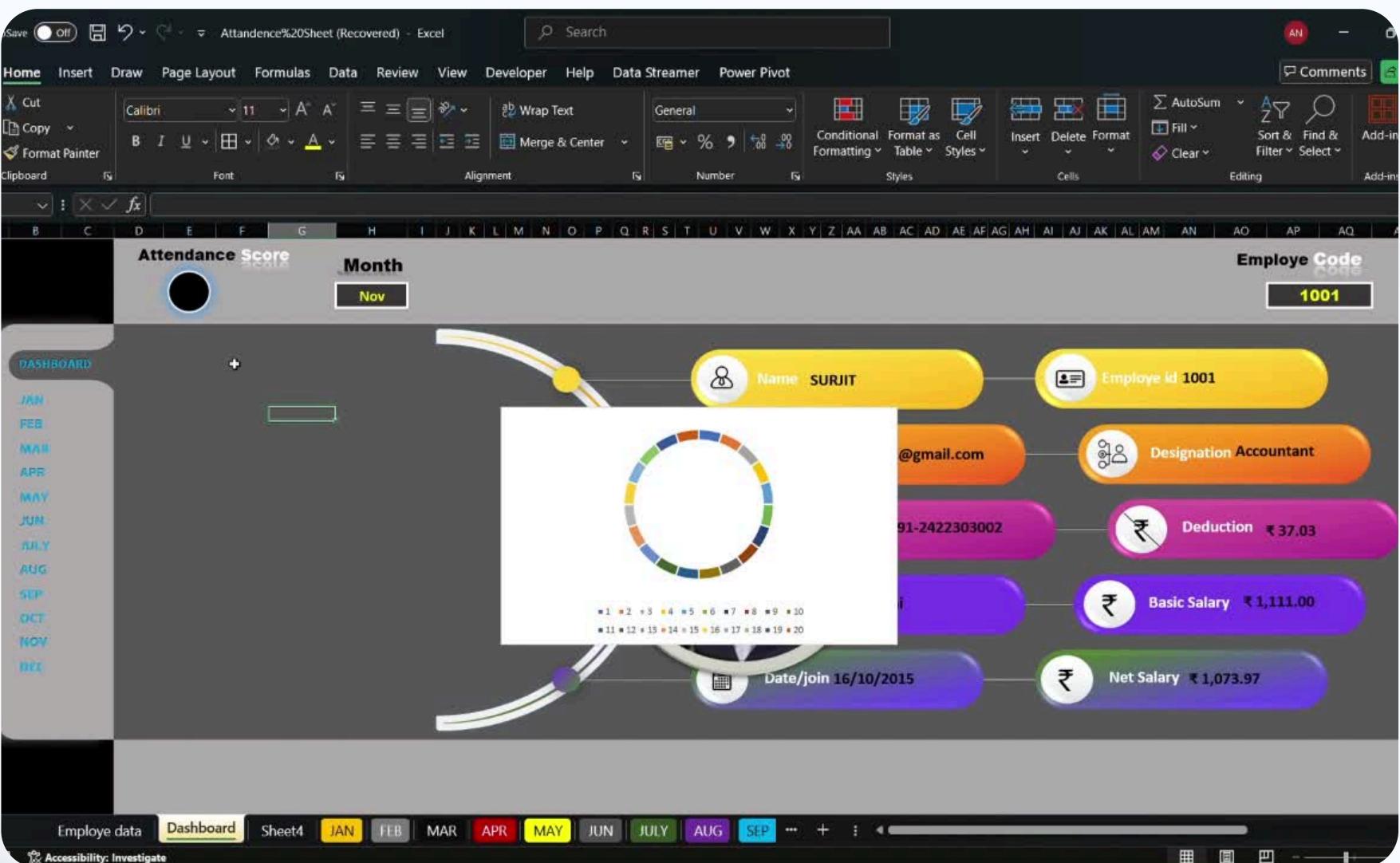
SUM,AVERAGE,MIN,MAX

| Presence | Absence | Leave | OFF | Total Days | Total Paid Days | Basic Salary | Per day Salary | Deduction | Total Salary | ESI 1.75% | Net Salary |
|----------|---------|-------|-----|------------|-----------------|--------------|----------------|-----------|--------------|-----------|-------------|
| 26 | 1 | 0 | 4 | 31 | 30 | ₹ 1,111.00 | ₹ 35.84 | ₹ 35.84 | ₹ 1,075.16 | ₹ 18.82 | ₹ 1,056.35 |
| 23 | 2 | 1 | 5 | 31 | 29 | ₹ 12,000.00 | ₹ 387.10 | ₹ 774.19 | ₹ 11,225.81 | ₹ 196.45 | ₹ 11,029.35 |



EMPLOYEE DATA ENTRY USERFORM - VBA BACKEND

VBA:-It automates tasks, customizes forms, and enhances functionality



Components

- **Label**
- **TextBox**
- **ComboBox**
- **ListBox**
- **CommandButton**
- **Image**
- **Frame**
- **OptionButton**
- **MultiPage**
- **ToggleButton**
- **SpinButton**
- **ScrollBar**
- **RefEdit**
- **TabStrip**
- **Calendar Control**
- **CheckBox**

EXCEL FORMULA LOGIC – DATA & IMAGE LOOKUP



| Employee Data Sheet | | | | | | | | | | | | | |
|---------------------|-------------|------|---------------|----------|-------------------|----------------|-------------|-------------|--|-------------|----|----|------|
| Month | Emp Name/Id | Name | Employee code | Location | Email | Phone | Designation | Salary | | | | | |
| 24 | Ranvir | 1018 | 9/4/2015 | Haryana | Ranvir@gmail.com | +91-2557804984 | Data Entry | ₹ 22,000.00 | | ₹ 22,000.00 | 31 | 31 | 100% |
| 25 | Akshay | 1019 | 23/4/2020 | Punjab | Akshay@gmail.com | +91-2893306966 | BDE | ₹ 8,000.00 | | ₹ 8,000.00 | 31 | 31 | 100% |
| 26 | Kareena | 1020 | 26/9/2015 | Rohini | Kareena@gmail.com | +91-2828808948 | BDE | ₹ 10,000.00 | | ₹ 10,000.00 | 31 | 31 | 100% |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | |

LOOKUP WITH IFERROR

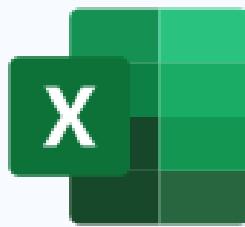
```
=IFERROR(
INDEX($A$2:$N$21,
IFERROR(
MATCH(DASHBOARD!$AP$4, $A$2:$A$21, 0),
MATCH(DASHBOARD!$AP$4, $B$2:$B$21, 0)
),
MATCH($A26, $A$1:$N$1, 0)
),
"DATA IS NOT FOUND")
```

✓ WHAT IT DOES:

- Name in Column A or B.
- Finds row number where the match exists.
- Matches column title from Row 1 (like “Designation”, “Mobile”).
- Returns the correct cell value, **or shows “Data is not Found”**.

IMAGE PATH LOOKUP

```
= INDEX('Employe data'!$N$2:$N$21,
IFERROR(
MATCH(Dashboard!$AP$4, 'Employe data'!$A$2:$A$21, 0),
MATCH(Dashboard!$AP$4, 'Employe data'!$B$2:$B$21, 0)
)
)
✓ What it does:
• Finds matching row for ID or Name.
• Returns the image path from Column N in "Employe data" sheet.
• Used to show employee photo linked by ID or Name.
```



EMPLOYEE INFO & PHOTO LOOKUP ON DASHBOARD SHEET

Purpose:

- To view different employee details and photo by simply changing the **Emp Code** in the Dashboard.

How it Works:

- user types or selects an Emp Code
- Dashboard automatically updates with:
 - Employee Name
 - Designation
 - Contact Info
 - Photo
- All data is fetched from the "Employee data" sheet

The screenshot shows an Excel spreadsheet titled "Attendance%20Sheet (Recovered)". The dashboard sheet contains a circular diagram with colored arrows pointing to various employee details. The details are listed in colored ovals: yellow for Name (Akhil), orange for Email (Akhil@gmail.com), pink for Phone, purple for Address, and blue for Deduction, Basic Salary, and Net Salary. The "Employee data" sheet is visible in the background, showing columns for Month (May) and various employee records. The Excel ribbon and toolbar are visible at the top.

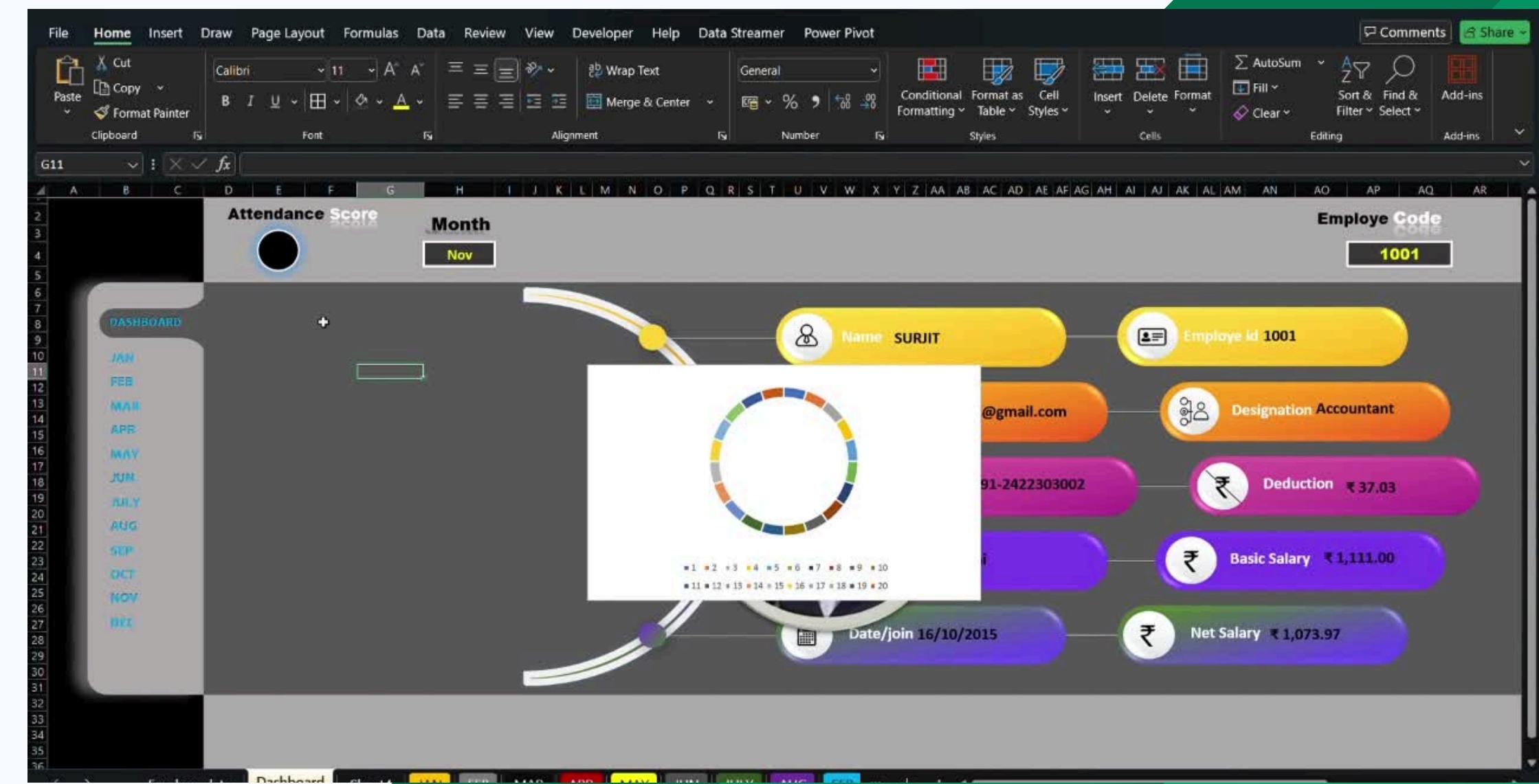


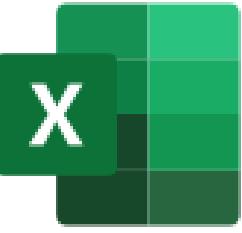
ROTATING DOUGHNUT CHART FOR ATTENDANCE

Created 2 doughnut charts in one (combo chart):

- **1st chart:** shows attendance (e.g., 80% vs 20%)
- **2nd chart:** split into 20 parts to allow rotation effect

- **Doughnut is placed around employee photo**
- **Rotation** changes based on attendance:
 - ↙ **Low** = rotates backward
 - ↗ **High** = rotates forward
- Makes dashboard visual and dynamic





THANK YOU

AKHILESH NISHAD

*Data Analyst
4th june*

