

HR Employee Presence Analysis Report

Aim – Analysing the Employee attendance

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Insights –

1. Overall Presence, WFH, and SL Rates

- Presence Rate: 91.83% – Employees are attending work at a high rate.
- Work From Home (WFH) Rate: 10.00% – A small portion of employees work remotely.
- Sick Leave (SL) Rate: 1.10% – Very few employees are taking sick leave.

The presence rate is strong, with minimal sick leaves. However, WFH trends indicate some employees are working remotely, which may be due to company policy or necessity.

2. Presence % Analysis

- Presence is fairly consistent but shows slight variations over time.
- Highest attendance is on Wednesdays (92.11%) and Tuesdays (93.03%).
- Lowest attendance is on Fridays (90.19%).

Employees tend to be more present mid-week, while Fridays have slightly lower attendance. This could indicate early leave tendencies before weekends.

3. WFH % Analysis

- Highest WFH rate on Fridays (13.01%), followed by Thursdays (11.51%).
- The lowest WFH percentage is on Tuesdays (8.11%) and Wednesdays (8.43%).

Employees prefer to work from home towards the end of the week, possibly for work-life balance. Employers might want to explore structured hybrid work policies.

4. Sick Leave % Analysis

- Highest sick leave on Mondays (1.62%), followed by Tuesdays (1.22%).
- The lowest SL percentage is on Fridays (0.70%).

Sick leaves are more common at the start of the week, possibly indicating "Monday Blues" or extended weekend effects.

5. Employee-Level Analysis

- Some employees, like Alexander Davenport, work 100% remotely.
- Ana Little has a high absence rate (76.36% presence), which might need further review.

- Other employees have near-perfect attendance, such as Alyson Huber (100%).

Recommendations

1. Optimize Hybrid Work Policies: Since WFH is higher at the end of the week, consider formalizing "Work From Home Fridays."
2. Investigate Monday Absenteeism: Higher sick leaves on Mondays suggest potential patterns of extended weekends.
3. Employee Engagement on Fridays: Lower attendance and higher WFH on Fridays indicate disengagement. Activities or incentives could boost in-office presence.
4. Address Outliers in Presence: Employees with consistently low presence (like Ana Little) might need personalized attention.

Images of Dashboard –

