**Project 2: HR Data Analytics**

**ABOUT THE PROJECT**

I analyzed and carried out an HR Data analysis on a fictional organization dataset provided by CodeBasics.IO

**TOOLS USED**

Excel

Power BI

**DATASET OVERVIEW**

Wayne Enterprises is a large multinational Company, currently operating in multiple sectors. The HR working at one of the branch offices wants to find out some key insights.

**DATA PREPARATION**

I downloaded a copy of the dataset from the codebasics.io website. Once done, I created a copy of the original Excel file and explored the dataset.

I needed to answer the following business questions:

1. What is the working preference of the employees – WFH, WFO
2. How does the attendance vary by weekday and by month
3. Which employees have attendance lower than 80%

Once done with exploring the data, I imported the file into the Power BI Power Query editor for data cleaning and transformation.

**DATA CLEANING**

1. Created a duplicate copy of the dataset to create a template so that new month data can be added further when they're available

2. Removed irrelevant columns

3. Made 1st row as headers

4. Used Unpivot date columns to bring all-day wise data of a month in a single column

5. Changed the datatype of all the columns

6. Removed errors that sprang up after changing data type (Errors are those which were not of date type)

7. Created a parameter based on month (to be ultimately used for filtering rows based on parameter and not selected value)

8. Created a new function named GetData [done to make the function dynamic for reusability]

9. Click on Original Sheet under the tab 'Other Queries' and expand the table

10. Now again, remove irrelevant columns, rename the kept one, and proper data type.

11. Randomly pick a piece of data in Power BI and check it with the original dataset (excel sheet) if correct or not.

**DATA ANALYSIS**

To analyze the data in the Power BI desktop, I created some DAX measures to enrich my analysis (e.g.: Present%, Work from home (WFH)%, Sick Leave (SL)%).

The results of the analysis are shown in the report and seek to answer the aforementioned business questions.

**FINDINGS**

1. For any week of a month, the attendance of the employees was generally highest for the first two days – i.e., Monday and Tuesday.
2. Employees prefer to opt for work from home as the weekend approaches i.e., Thursday and Friday.
3. There are a total of 9 employees who have attendance less than 80%.

**RECOMMENDATIONS**

Based on my findings, I would recommend that Wayne Enterprises:

1. Organize any team-building activities mainly at the beginning of the week i.e., Mon and Tues when the attendance % is the highest
2. Opt for a smaller workplace and go for a hybrid model as not all the employees would be working from the office on any single day. Helps save Infrastructure costs – Rental space, electricity, etc.
3. Project deployment can be kept on either of the first 3 days of the week.
4. Efficiently monitor employee wellness and precautions can be taken, if more employees are taking Sick Leave due to varied reasons.