📘 **Palmoria HR Dashboard Guide (Excel)**

🧭 **Objective:**

To build a **professional HR dashboard** in Excel that visualizes:

- Gender distribution
- Salary structure and compliance
- Ratings by gender
- Bonus allocation
- Total compensation per region

✅ **Step 1: Prepare Your Excel File**

1. Open the file: Palmoria_HR_Analytics_Cleaned.xlsx
2. Go to the sheet: **Cleaned Data with Bonus**
3. Press Ctrl + T to convert the data into a Table
   ✅ Check: *My table has headers*
4. Rename the Table (from Table Tools → Design tab) to: EmployeeData

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📊 **Step 2: Create Pivot Tables**

For each insight, create a Pivot Table in a new sheet:

🔷 **A. Gender Distribution**

- **Insert** → PivotTable → From EmployeeData
- **Rows**: Gender
- **Values**: Count of Name
- ➕ Optional: Insert a Pie Chart or Bar Chart

🔷 **B. Gender Distribution by Region**

- **Rows**: Location
- **Columns**: Gender

- **Values**: Count of Name
- ✛ Insert a Clustered Column Chart

🔷 **C. Gender Distribution by Department**

- **Rows**: Department
- **Columns**: Gender
- **Values**: Count of Name

🔷 **D. Ratings by Gender**

- **Rows**: Rating
- **Columns**: Gender
- **Values**: Count of Name
- ✛ Insert a 100% Stacked Bar Chart

🔷 **E. Average Salary by Gender**

- **Rows**: Gender
- **Values**: Average of Salary
- Format to Currency (₦ or $)

🔷 **F. Salary Band Distribution (Compliance)**

1. Add a new column in EmployeeData called SalaryBand:

excel

CopyEdit

```
=FLOOR([@Salary],10000)
```

2. Create Pivot:
   - **Rows**: SalaryBand
   - **Columns**: Location

- o **Values**: Count of Name

3. ✚ Insert a Clustered Column Chart

4. Add a line or annotation for $90,000 threshold (compliance rule)

🔷 **G. Bonus Payout & Total Pay**

- **Rows**: Location

- **Values**: Sum of BonusAmount and TotalPay

- ✚ Insert a Stacked Bar Chart

🧱 **Step 3: Design the Dashboard Page**

1. Create a new sheet → Rename to **HR Dashboard**

2. Move and arrange your charts from all sheets into this one

3. Add **titles** and section headers:

   - o Gender Insights

   - o Pay Gap & Compliance

   - o Ratings & Performance

   - o Bonus Analysis

4. Use **Shapes** (Insert → Shapes) to add boxes as headers

5. Align charts with gridlines for a neat layout

🎚 **Step 4: Add Slicers for Interactivity**

1. Select any Pivot Table

2. Go to **PivotTable Analyze → Insert Slicer**

3. Add slicers for:

   - o Gender

   - o Location

   - o Department

4. Position the slicers neatly on the dashboard

🎨 **Step 5: Formatting Tips**

- Use consistent **colors** (blue for male, pink for female, gray for unspecified)

- Use bold fonts for section titles

- Format currency columns to **$ or ₦**

- Use **Data Bars** or **Conditional Formatting** to highlight low salaries or bonus gaps

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✅ **Final Checks**

Task	Done?
Table formatted	✅
All PivotTables named	✅
Dashboard layout clean	✅
Slicers functional	✅
Salary compliance chart	✅
Bonus payout chart by region	✅

🎯 **Output**

Your final dashboard will help Palmoria's HR team:

- Spot gender inequality

- Identify unfair performance trends

- Track salary gaps and bonus equity

- Improve decision-making with real data