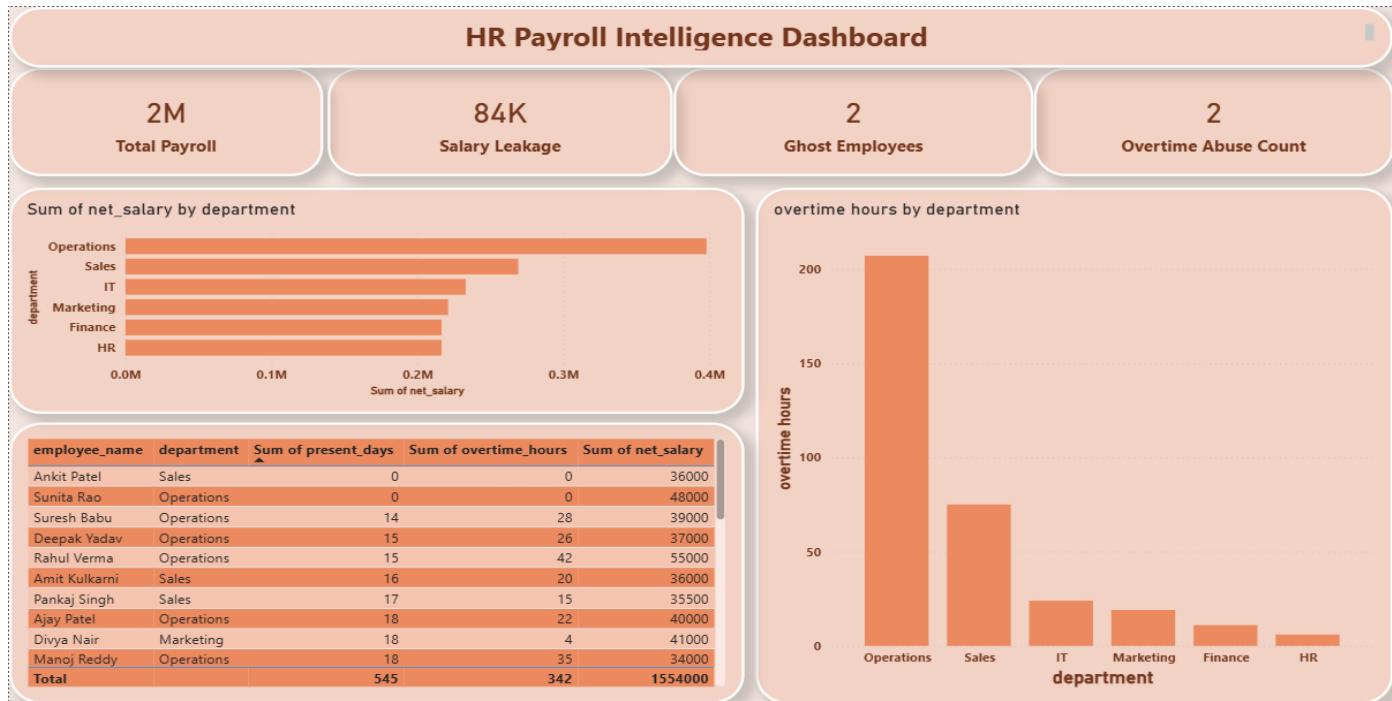


# ZENVY – HR Intelligence & Payroll Analytics



## Executive insights

This project analyzes payroll, attendance, and employee data to assess overall payroll health and identify potential risks. The objective is to move beyond basic payroll reporting and provide actionable intelligence for management decision-making. The dashboard highlights cost concentration, payroll anomalies, and operational risks that can directly impact financial control and compliance.

## Key Payroll Findings

### Payroll Cost Concentration

Payroll expenses are unevenly distributed across departments, with a small number of departments accounting for a significant share of total payroll. This indicates the need for closer cost monitoring and budget optimization at the department level.

### Insight:

High payroll concentration increases financial exposure if controls are weak in those departments.

## **Salary Leakage Identified**

Salary leakage has been detected where payments were made to employees with:

- Zero attendance records
- Exited employment status

These cases indicate gaps in payroll validation and approval processes.

### **Impact:**

- Direct financial loss
- Increased audit and compliance risk

## **Ghost Employee Risk**

Several employees were flagged as ghost employees, meaning salary was disbursed without valid attendance or active employment confirmation.

### **Insight:**

This suggests a lack of synchronization between HR records, attendance systems, and payroll processing.

## **Overtime Abuse Patterns**

Overtime analysis shows that excessive overtime is concentrated in specific employees and departments. This may indicate:

- Workload imbalance
- Inefficient staffing
- Weak overtime governance

### **Insight:**

Unchecked overtime increases payroll cost without guaranteeing productivity gains.

## **Attendance Discipline Issues**

Employees with missing or zero attendance records were identified. These cases directly contribute to payroll risk and salary leakage.

### **Insight:**

Attendance gaps weaken payroll accuracy and reduce trust in reported workforce data.

## Department-Level Risk Assessment

Certain departments consistently appear across multiple risk indicators, including:

- High overtime hours
- Salary leakage cases
- Payroll exceptions

### Insight:

These departments represent **high-risk payroll zones** and should be prioritized for audits and corrective action.

## Business Impact

If left unaddressed, the identified payroll issues can lead to:

- Recurring financial leakage
- Compliance violations
- Reduced operational efficiency
- Loss of management confidence in payroll data

## Recommendations

### 1. Attendance-Linked Payroll Controls

Enforce attendance validation as a mandatory step before salary processing.

### 2. Automated Ghost Employee Checks

Block payroll for exited or inactive employees automatically.

### 3. Overtime Governance Rules

Set overtime thresholds and require managerial approval beyond defined limits.

### 4. Department-Level Audits

Conduct focused payroll audits for departments with repeated anomalies.

### 5. Single Source of Truth

Maintain a consolidated payroll intelligence dataset to ensure data consistency.

## Strategic Outcome

This HR Intelligence Dashboard enables leadership to shift from **reactive payroll reporting** to **proactive payroll governance**. By identifying risks early and providing clear insights, the organization can improve cost control, strengthen compliance, and make data-driven HR and finance decisions.

## Conclusion

The project demonstrates how structured data analysis and executive-level insights can transform payroll data into a strategic asset. The dashboard and insights together provide a clear, actionable view of payroll health and associated risks.