HR ANALYTICS
EMPLOYEE ATTENDENCE ANALYSIS

Dashboard

Dataset

Analysis

JHC
ANALYTICS

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DASHBOARD

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DESIGN | JOSEPH CHOI

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Avg. Work Hours Missed	Total Work Hours Missed	Total Work Days Missed	Total # of Employees
6.92	5,124	640.50	740

Total Work Hours Missed by Month

800
600
400
200

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
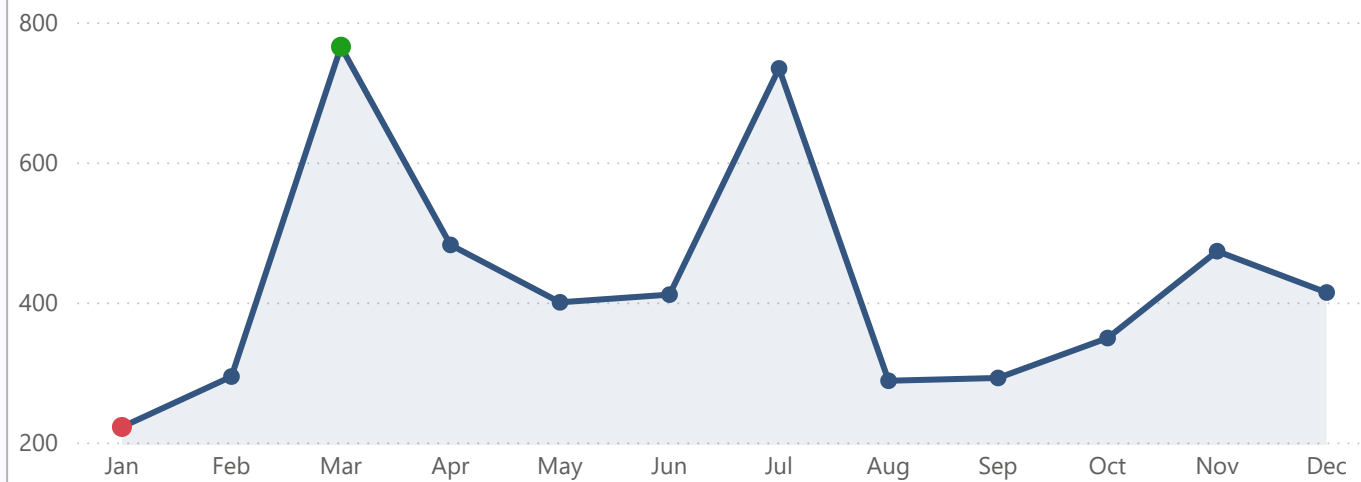
Total Work Hours Missed by Weekday

1,500
1,000
500

Mon Tue Wed Thu Fri
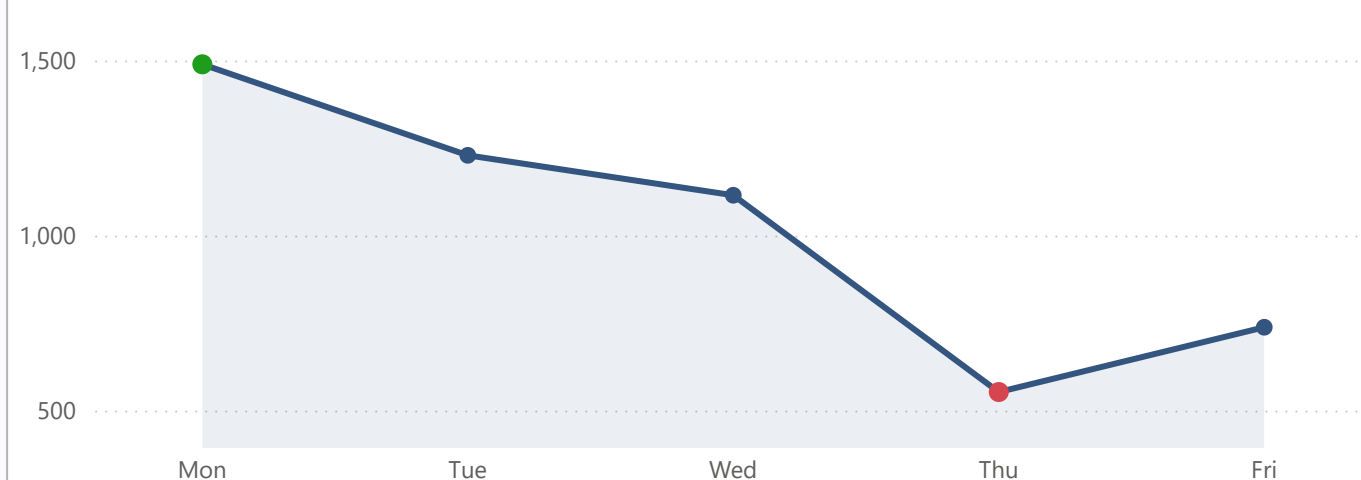
Top Reasons Employees Missed Work

Health Servi...
Medical Co...
Miscellaneo...
Injury
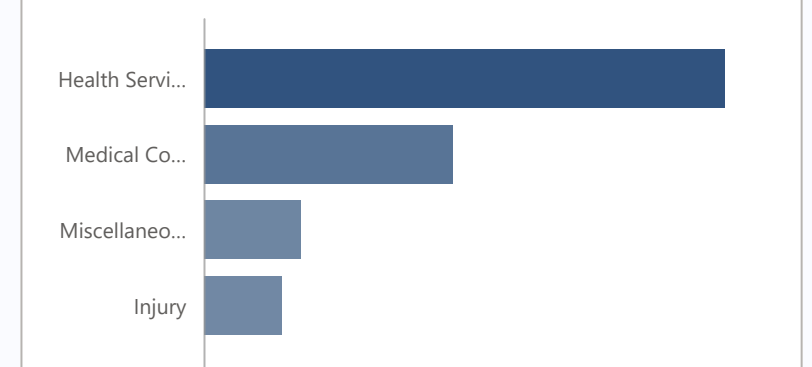
Avg. Missed Hours by Job Levels

Executive Level
Senior Level
Entry Level
Mid Level
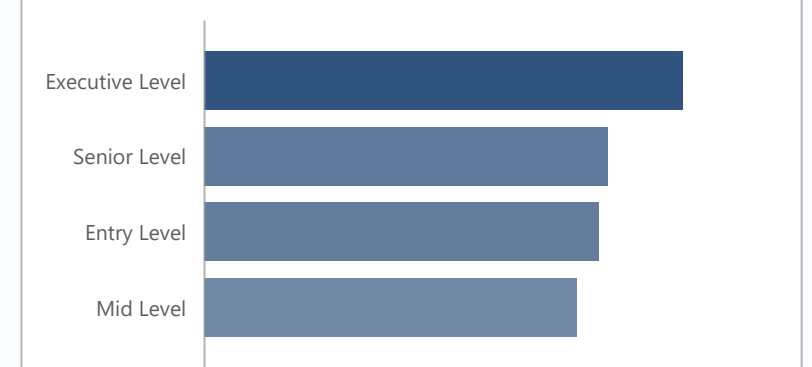
Hourly Salary vs. Work Hours Missed

60
40
20

Hourly Salary

5   10

Avg. Work Hours Missed

DATASET

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Reason All

Job Level All

Employee ID	Age	Job Level	Hourly Salary	Avg. Work Hours (Daily)	Avg. Work Hours (Yearly)	Reason Type	Work Hours Missed	Work Days Missed	% of Work Hours Missed
1	33	Entry	35	9.02	2,345	Miscellaneous	4	0.50	0.17%
2	50	Senior	49	9.02	2,345	Miscellaneous	0	0.00	0.00%
3	38	Senior	47	9.02	2,345	Health Services	2	0.25	0.09%
4	39	Executive	51	9.02	2,345	Medical Conditions	4	0.50	0.17%
5	33	Entry	25	9.02	2,345	Health Services	2	0.25	0.09%
6	38	Senior	48	9.02	2,345	Health Services	2	0.25	0.09%
7	28	Mid	41	9.02	2,345	Health Services	8	1.00	0.34%
8	36	Senior	46	9.02	2,345	Health Services	4	0.50	0.17%
9	34	Mid	42	9.02	2,345	Injury	40	5.00	1.71%
10	37	Mid	42	9.02	2,345	Health Services	8	1.00	0.34%
11	36	Executive	55	9.02	2,345	Medical Conditions	8	1.00	0.34%
12	36	Entry	31	9.02	2,345	Medical Conditions	8	1.00	0.34%
13	36	Senior	48	9.02	2,345	Medical Conditions	8	1.00	0.34%
14	38	Entry	34	9.02	2,345	Medical Conditions	1	0.13	0.04%
15	38	Entry	31	9.02	2,345	Health Services	4	0.50	0.17%
16	41	Mid	42	9.02	2,345	Medical Conditions	8	1.00	0.34%
17	38	Entry	29	9.02	2,345	Health Services	2	0.25	0.09%
18	38	Mid	38	9.02	2,345	Health Services	8	1.00	0.34%
19	33	Senior	48	9.02	2,345	Medical Conditions	8	1.00	0.34%
20	47	Senior	43	7.75	2,016	Health Services	2	0.25	0.10%
21	28	Entry	34	7.75	2,016	Medical Conditions	8	1.00	0.40%
22	38	Senior	44	7.75	2,016	Medical Conditions	1	0.13	0.05%
23	28	Executive	51	7.75	2,016	Medical Conditions	40	5.00	1.98%
24	36	Senior	45	7.75	2,016	Health Services	4	0.50	0.20%
25	33	Entry	31	7.75	2,016	Injury	8	1.00	0.40%
26	28	Senior	45	7.75	2,016	Health Services	7	0.88	0.35%
27	33	Senior	48	7.75	2,016	Health Services	1	0.13	0.05%
28	29	Mid	39	7.75	2,016	Health Services	4	0.50	0.20%
29	33	Executive	51	7.75	2,016	Injury	8	1.00	0.40%
30	38	Executive	51	7.75	2,016	Health Services	2	0.25	0.10%

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HR ANALYTICS | EMPLOYEE ATTENDENCE ANALYSIS
ANALYSIS & INSIGHTS

1 KEY PERFORMANCE INDICATORS:
  • **Avg. Work Hours Missed**: 6.92 Hours   • **TTL Work Days Missed**: 640 Days
  • **TTL Work Hours Missed**: 5,214 Hours   • **TTL Number of Employees**: 740 Employees

2 MONTHLY ABSENTEEISM TREND:
  • The **highest work hours** missed were observed in March and July, suggesting that these months may coincide with high-stress periods for employees
  • There is a **noticeable dip** in absenteeism after July, suggesting employees may be returning from summer vacations refreshed and ready to work

3 WEEKLY ABSENTEEISM TREND:
  • The **highest number of work** hours missed occurred on Mondays, suggesting that employees may be experiencing fatigue from the weekend
  • There is a **declining trend** after Monday, indicating that employees might be more engaged and productive as the week progresses

4 REASONS FOR ABSENTEEISM:
  • **Most significant reason** for missed work is related to Health Services, suggesting a need for better healthcare support within the organization
  • The **second most common reason** was Medical Conditions, indicating that health issues may be prevalent among employees

5 JOB LEVEL AND ABSENTEEISM:
  • Executives have the **highest average of missed hours**, suggesting that the demands and stress associated with high-level positions may impact attendance
  • Entry and mid level employees have **lower average missed hours**, suggesting that they may face fewer stressors compared to higher job levels

6 HOURLY SALARY AND ABSENTEEISM:
  • There is a **positive correlation** between salary and work hours missed, supporting the insights extracted from the Job Level bar graph. This could also indicate that higher-paid employees might have more flexibility or different work conditions contributing to absenteeism

7 ACTIONABLE INSIGHTS:
  • Higher-paid employees, particularly at the executive level, have higher absenteeism rates. Introducing flexible work arrangements such as remote work options and flexible hours could help reduce stress and improve work-life balance for these employees. Through these accommodations, the organization can improve job satisfaction and reduce missed work hours.