

# OT Data Automation

## Introduction

I was in between shifting the campaign and was temporarily assigned to a campaign which had a high demand of OT (overtime) and every month on 1<sup>st</sup> or 2<sup>nd</sup> one of the leaders used to consolidate OT data of all agents, prepare it in a required format per payroll team's requirements and email it.

## The requirements

- Base report of surplus login hours is in decimal format which needs to be converted into actual HH:MM format
- For each agent OT duration must not exceed 4 hours a day
- Repeat the entries in multiples of 4 hours till all OT hours are exhausted and the last entry will be of remaining fraction
- Entries must fall on working days which are Mon to Fri
- Processed data should also reflect agent details with their team alignment and process name

## Challenge

On average, agents used to do about 25-30 OT hours. There were about 65 agents and assuming an average 7 entries per agent, the file needed roughly 450-500 entries overall. The existing leader who was assigned this task needed up to 2 hours to complete it. Although, this was a one-time activity every month, 2 hours out of 8 hours of working day is 25% of the leader's productive time that was engaged in this activity.

## Resolution

I created an automation file that wrote entries using loop functionality of Excel VBA. With this file, the task could be completed in under 5 minutes. Comparing this to the previous 120 minutes (2 hours), it increased the time efficiency by over 95% for the task while maintaining accuracy by avoiding any human error.

## Download Instructions

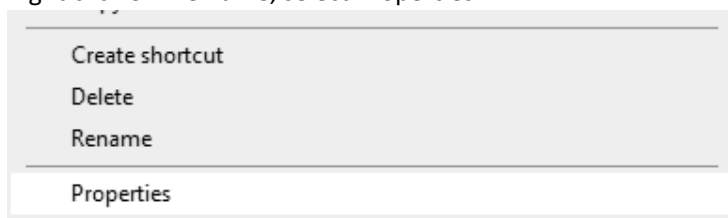
Go to Source folder, look for "OT Data Automation.xlsm" file and click on download icon on right of the page.



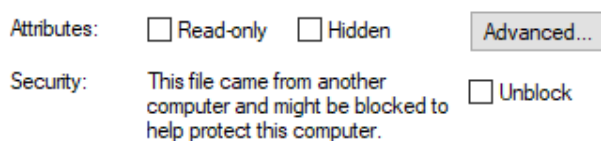
*Note: Since this is a macro-based file, by default your system will apply a security block when you download and use it for the first time. Don't worry though, you just need to **Unblock** that security block and **Enable Content***

**Here are the steps:**

1. Right click on file name, select Properties



2. Look for Security info at the bottom, check on Unblock



3. Click on Enable Content

