Project Assignment 2: Group 6

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Clockster Dashboard

GLOSSARY

Tardiness: Tardiness refers to arriving late for work.
Compensatory: Compensatory leave is a type of leave that is granted to employees as compensation for working overtime or on holidays.
Special: Special leave is a type of leave that is granted to employees for special circumstances such as a death in the family, a wedding, or a special event.
Unpaid: Unpaid leave is a type of leave where an employee is allowed to take time off without pay.
Day-off: A Day-off leave is a type of leave that allows employees to take a day off during the workweek, usually with pay.
Sick: Sick leave is a type of leave that is granted to employees when they are unable to work due to illness or injury.
Annual: Annual leave is a type of leave that is granted to employees on an annual basis, usually based on their length of service with the company. This type of leave is also known as vacation leave, which allows employees to take time off for leisure or personal reasons. Telecommuting options to employees. This can help to alleviate some of the common causes of tardiness, such as traffic or childcare.

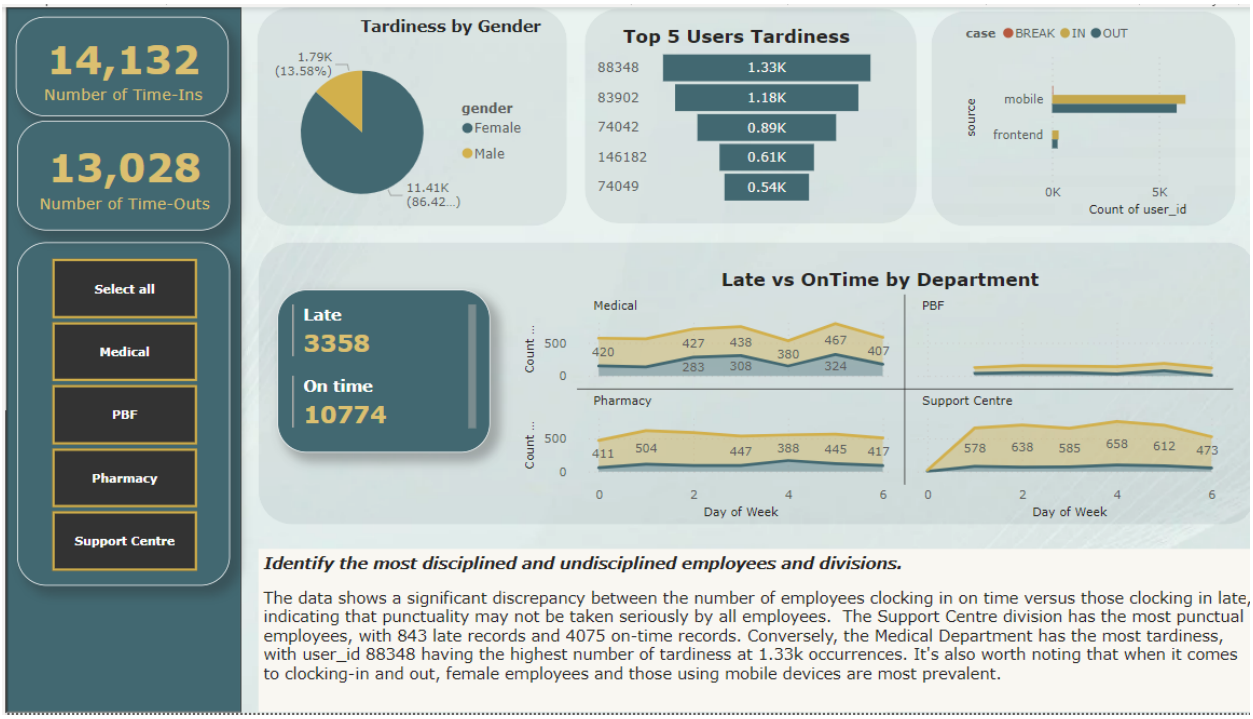
BUSINESS OBJECTIVES

1. Identify the most disciplined and undisciplined employees and divisions.
2. Create a visualization with the analysis of weekdays and months when the most employees were late/absent either for vacation or sick leave.
3. Which heads of the departments tend to forgive employees for lack of discipline? Are there any favorites for any heads of the departments (perhaps some employees are always forgiven for being late, given time-off, etc.)

DATA ANALYTICS OBJECTIVES

1. Use SQL or Excel to clean and the data.
2. Find metrics for data manipulation and analysis to answer each business objectives.
3. Create a dashboard using PowerBI.
4. Recommend improvements based on the insights generated.

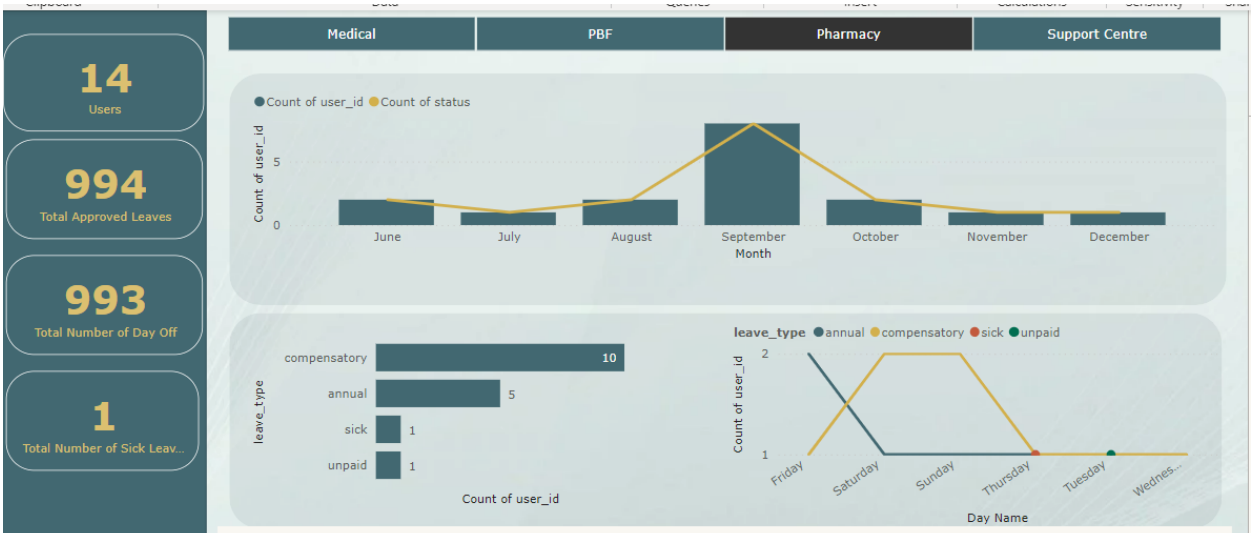
Business Objective 1:



Identify the most disciplined and undisciplined employees and divisions.

The data shows a significant discrepancy between the number of employees clocking in on time versus those clocking in late, indicating that punctuality may not be taken seriously by all employees. The Support Centre division has the most punctual employees, with 843 late records and 4075 on-time records. Conversely, the Medical Department has the most tardiness, with user_id 88348 having the highest number of tardiness at 1.33k occurrences. It's also worth noting that when it comes to clocking-in and out, female employees and those using mobile devices are most prevalent.

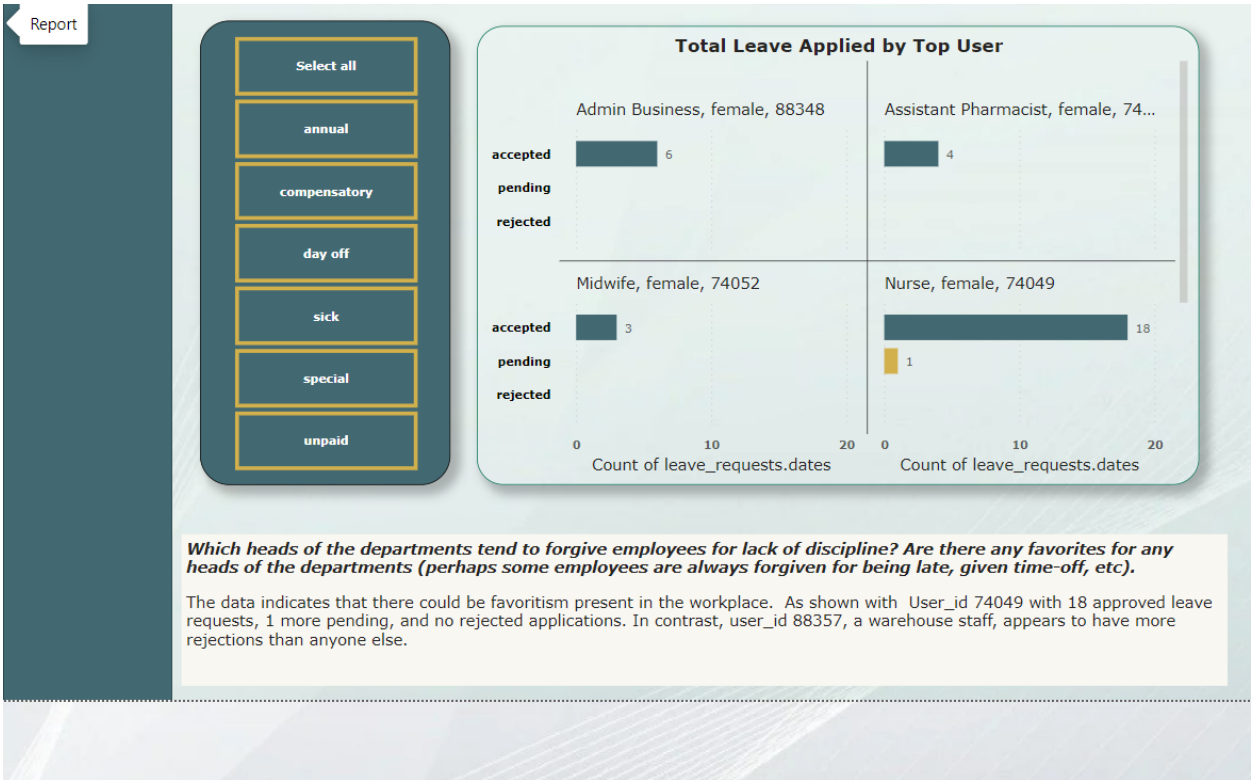
Business Objective 2:



Create a visualization with the analysis of weekdays and months when the most employees were late/absent either for vacation or sick leave.

We analyzed the data of each division by looking at the monthly trend of leave types. The Medical division showed a spike in leaves during June, with most of them being filed as sick leave, followed by unpaid leave. The PBF division had an upward trend from June to September, with sick leave being the most common leave type, followed by unpaid leave. The Pharmacy division had a prevalent case of compensatory leave during September and showed an even spread throughout the months. The most punctual division saw a spike in June, with compensatory and day-off leaves being the most frequently applied of leave types. And finally, as expected, Friday is the best day to start a leave because of the weekend.

Business Objective 3:



CONCLUSION

The analysis revealed specific trends and patterns in terms of attendance, punctuality, and leave requests among employees. The insights and recommendations provided in this project can be used by the organization to improve employee discipline and increase productivity. Additionally, by implementing a system to track and monitor leave requests, overtime or extra work hours, and tardiness among employees, the organization can identify and address specific issues related to employees taking excessive leaves or having high rates of tardiness. The analysis of the data will enable the organization to develop strategies to improve the performance and productivity of its employees.

RECOMMENDATIONS

- Implement stricter policies and consequences for tardiness and early leaving.
- Provide regular training and education on the importance of punctuality and attendance.
- Conduct regular performance evaluations for employees, with a focus on attendance and punctuality.
- Consider implementing a system for employees to request time off in advance to minimize last-minute absences.
- Consider conducting investigations to identify the root cause of high numbers of tardiness, early leaving, and leave requests among specific employees or departments.
- Implement a system of rewards for employees who consistently demonstrate good punctuality and attendance.
- Implement a system to track and monitor leave requests, overtime or extra work hours, and tardiness among employees.
- Consider implementing policies to encourage employees to take their leaves at different periods of the year to avoid peak leave request times.
- Implement a system to monitor the leaves and tardiness of doctors and nurses, as they are vital for a hospital or a health center.