



# HR DATA ANALYTICS DASHBOARD USING POWER BI

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# Introduction

This HR Data Analytics dashboard Provides insights for HR of a company to understand the working preference of employee either remote or work from office and also understand the employee presence percentage in a an office and helping the company to make proactive decisions in cost optimization in Infrastructure.

# Dataset

The Dataset Contains employee attendance sheet for three months April, May, June due to start of a new fiscal year for Atliq Hardwares

## Attendance Key Sheet

The attendance Key sheet contains employee working parameters such as Presence, Leave, Work from Home, Paid Leave, Sick Leave etc.,

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Employee Code	Name	1 - Jun	2 - Jun	3 - Jun	4 - Jun	5 - Jun	6 - Jun	7 - Jun	8 - Jun	9 - Jun	10 - Jun	11 - Jun	12 - Jun	13 - Jun	14 - Jun
		Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Atq -406	Thanos Thakur	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -462	Jarvis Singh	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -411	Nevaeh Waller	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -398	Bo Cordova	SL	P	P	WO	WO	P	P	P	P	P	WO	WO	WFH	WFH
Atq -438	Mekhi Singleton	P	P	P	WO	WO	P	P	P	P	P	PL	WO	WO	P
Atq -366	Peter Pandey	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -441	Loki Lal	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -436	Phoenix Brady	P	P	P	WO	WO	P	P	P	P	PL	PL	WO	WO	P
Atq -404	Ana Little	PL	P	P	WO	WO	P	P	P	P	P	WO	WO	P	PL
Atq -397	Grace Stone	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -335	Tori Shannon	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -443	Lyric Bartlett	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -419	Kaylah Schultz	P	P	P	WO	WO	P	P	P	P	P	WO	WO	WFH	WFH
Atq -467	Cason David	P	P	PL	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -450	Miya Hampton	P	P	P	WO	WO	BRL	P	BRL	BRL	BRL	WO	WO	P	P
Atq -405	Sofia Solis	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -440	Mckayla Parker	P	P	P	WO	WO	P	P	P	P	P	WO	WO	SL	P
Atq -335	Madelynn Gray	P	WFH	ML	WO	WO	P	P				WO	WO		
Atq -343	Myla Klein	P	P	WFH	WO	WO	P	P	P	P	P	WO	WO	WFH	P
Atq -334	Boston Morse	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -446	April Ayers	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -419	Faith Hamilton	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -396	Joel Cruz	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Atq -459	Iris Woodard	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P
Ata -349	Trvstan Orteza	P	IWP	IWP	WO	WO	P	P	IWP	IWP	IWP	WO	WO	P	P

ATTENDANCE KEY	
P	Present
PL	Paid Leave
SL	Sick Leave
HPL	Half day PL
HSL	Half day SL
WFH	Work from home
FFL	Floating festival leave
HFFL	Half Day Floating festival leave
BL	Birthday Leave
LWP	Leave without pay
HLWP	Half day Leave without pay
BRL	Bereavement Leave
HBRL	Half Bereavement Leave
HWFH	Half Work From Home
WO	Weekly Off
HO	Holiday Off
ML	Menstrual Leave

# Data Transformation using Power Query

- Combined April, May, June worksheets into a single sheet for efficient analysis
- Created a **Date column** containing Values in dd/mm/yyyy format using transpose function to arrange the values in a vertical manner and used **start of month function in Date column** to Create and display month column.
- Created **column WFH Count** to count values employees worked at home, **full work from Home** is considered as 1 and **half work from Home** is considered as 0.5. This column was implemented using **SWITCH()** function in Power BI.
- In Similar manner, create **SL count column** to calculate sick leave count, **full SL** is considered as 1 and **half SL** is considered as 0.5.
- Using **FORMAT()** function, column called **day of the week** is created that contains day value of Mon, Tue, Wed, Thu, and Fri for employee work and leave day preferences visualized in Final Dashboard.



## Key Takeaways from Data Transformation

- Using the first row as headers
- Removing unnecessary top first row
- Unpivoting columns
- Managing parameters
- Creating and invoking a function
- Changing data types



# Results after Data Transformation

Sheet Name	Employee Code	Name	Date	Value	WFH Count	Month	SL Count	Day of Week
Apr 2022	Atq -406	Thanos Thakur	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -462	Jarvis Singh	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -411	Nevaeh Waller	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -438	Mekhi Singleton	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -366	Peter Pandey	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -441	Loki Lal	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -436	Phoenix Brady	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -404	Ana Little	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -397	Grace Stone	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -335	Tori Shannon	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -443	Lyric Bartlett	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -419	Kaylah Schultz	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -467	Cason David	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -450	Miya Hampton	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -405	Sofia Solis	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -440	Mckayla Parker	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -335	Madelynn Gray	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -343	Myla Klein	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -334	Boston Morse	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -446	April Ayers	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -419	Faith Hamilton	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -393	Janelle Raymond	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -459	Iris Woodard	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -349	Trystan Ortega	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -438	Miles Fields	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -423	Rodrigo Price	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -370	Ella Roth	11 April 2022	P	0	Apr 22	0	Mon
Apr 2022	Atq -422	Ivaco Euentes	11 April 2022	P	0	Apr 22	0	Mon

# DAX Metrics

## **Present Days:**

This metric is created by using **CALCULATE()** function the sum of People working from office and working from Home.

## **Total Working Days:**

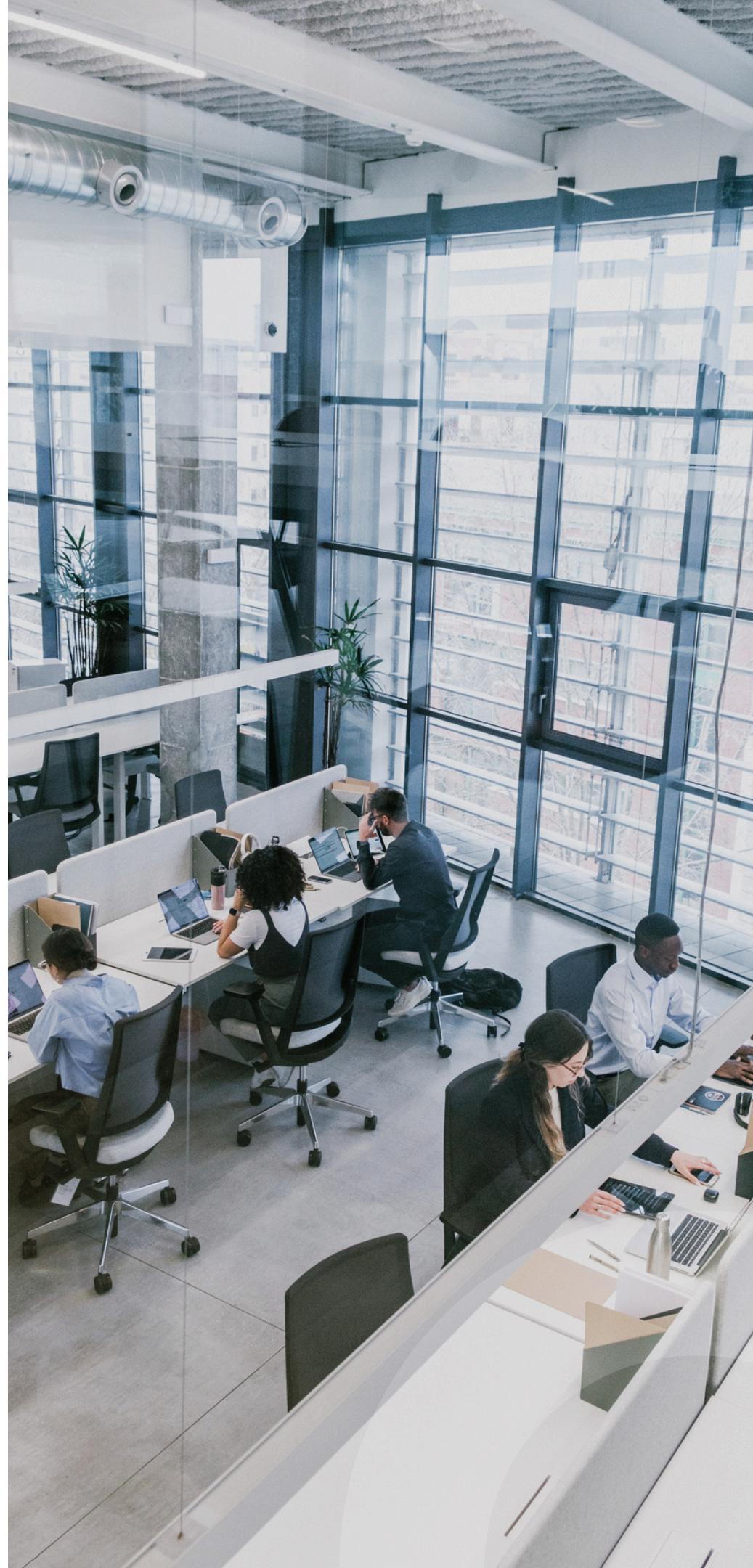
This metric was implemented to calculate total working of days all employees in April, May, June.

## **SLC%:**

This metric calculates total sick leave percentage of employees at Atliq Hardware

## **WFH%:**

This metric calculates total work from Home percentage of employees at Atliq Hardware.



# Dashboards Creation

## Card Visualization:

Created Card Visualizations for Presence %, WFH % and SLC% and placed it in top left of Visualization for better stakeholder view.

**91.83%**

PRESENCE %

**10.00%**

WFH %

**1.10%**

SLC%

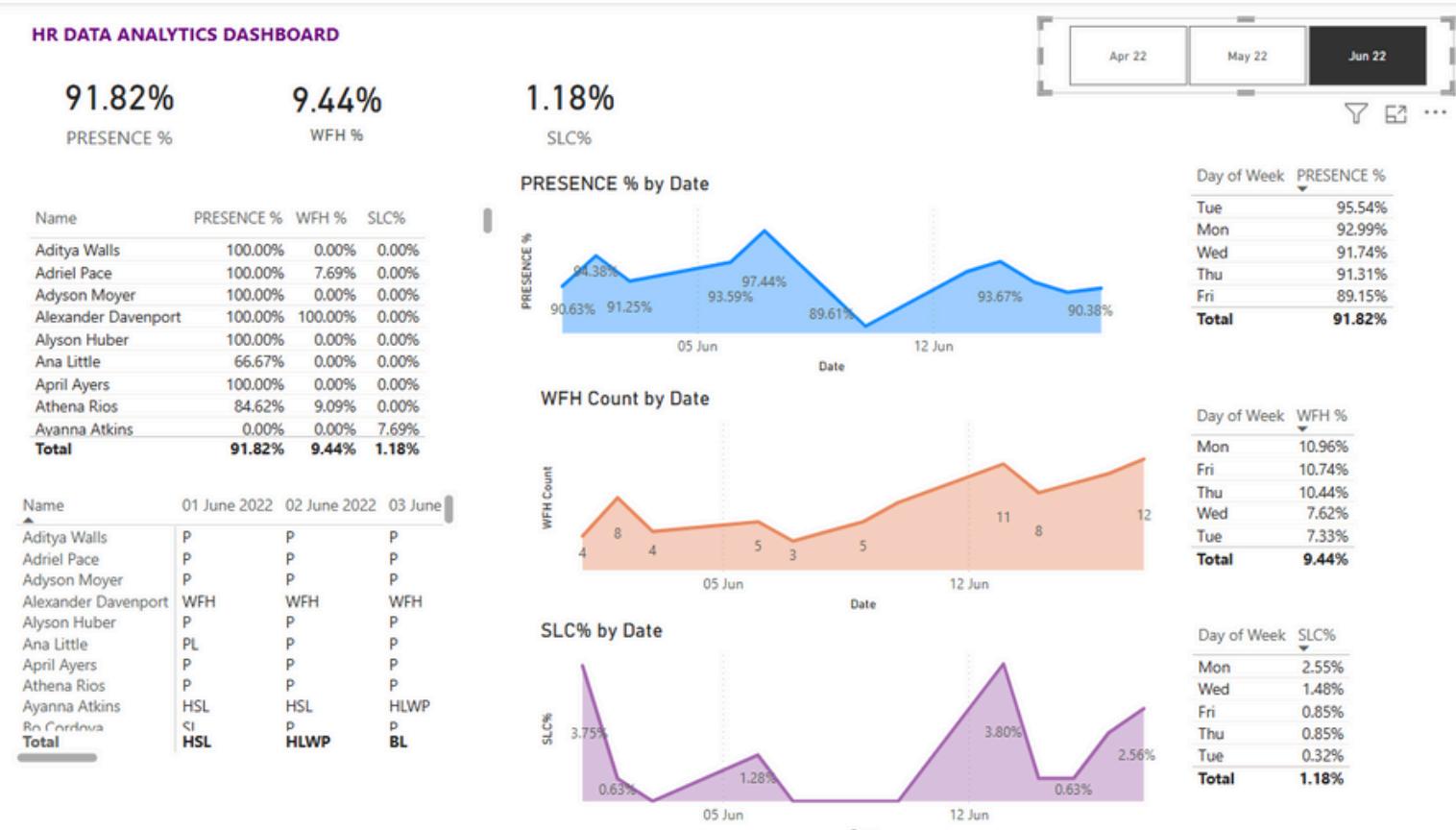
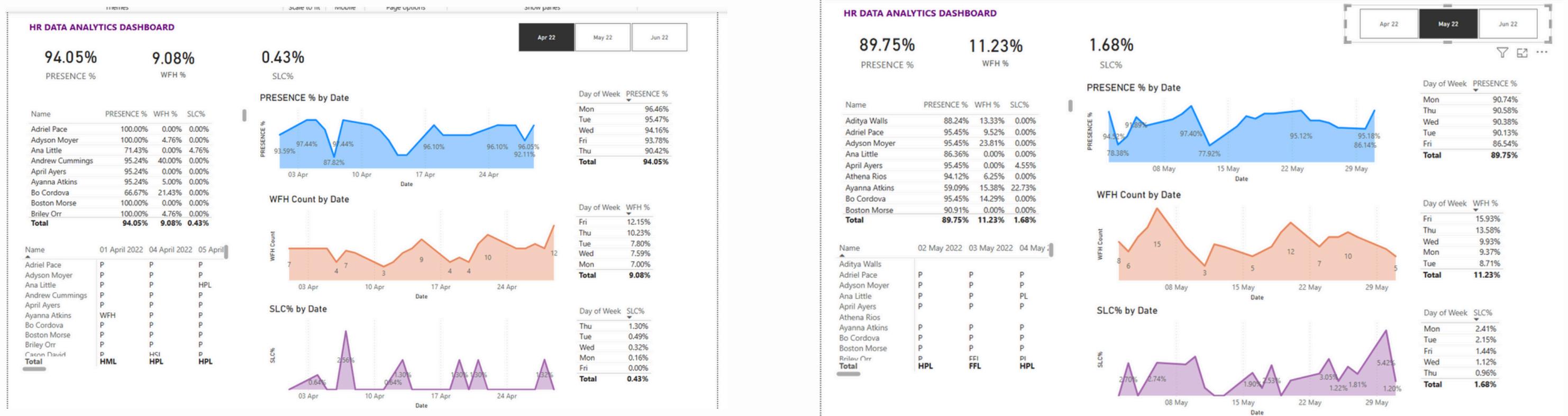
## Table Visualization:

Implemented Table Visualization for Presence %, WFH % and SLC%.

Name	PRESENCE %	WFH %	SLC%
Aditya Walls	93.33%	7.14%	0.00%
Adriel Pace	98.21%	5.45%	0.00%
Adyson Moyer	98.21%	10.91%	0.00%
Alexander Davenport	100.00%	100.00%	0.00%
Alyson Huber	100.00%	0.00%	0.00%
Ana Little	76.36%	0.00%	1.82%
Andrew Cummings	95.24%	40.00%	0.00%
April Ayers	96.43%	0.00%	1.79%
Athena Rios	90.00%	7.41%	0.00%
<b>Total</b>	<b>91.83%</b>	<b>10.00%</b>	<b>1.10%</b>

## Slicers:

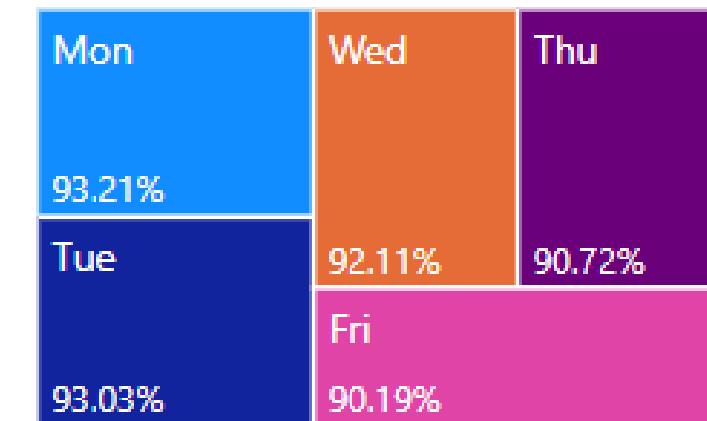
Create Slicers for April, May and June to choose data based on Month Basis.



### **Area Chart:**

The area charts were created based on Date for Presence %, WFH and SLC%.

### **PRESENCE % by Day of Week**



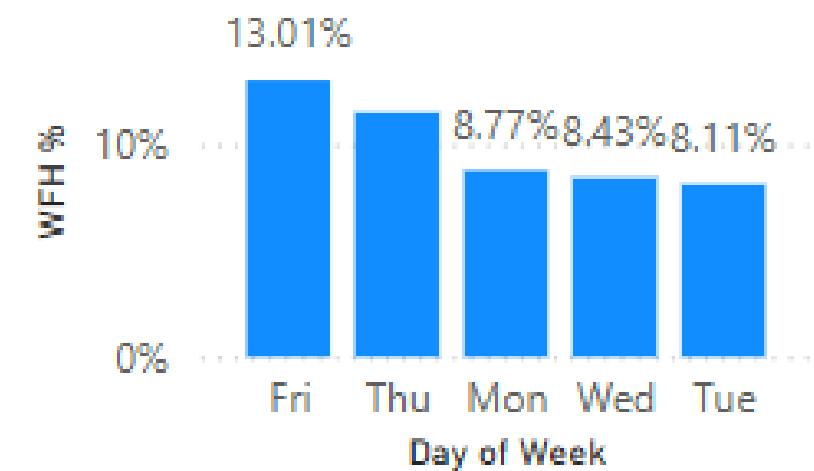
### **Tree Map:**

The tree map chart portrays the presence percentage in block design.

### **Stacked Column Chart:**

This chart displays the work from Home Percentage based on Days of week showing people prefer work from Home option on Fridays as it is near weekend and employees not much prefer work from Home option on Tuesday and Wednesday.

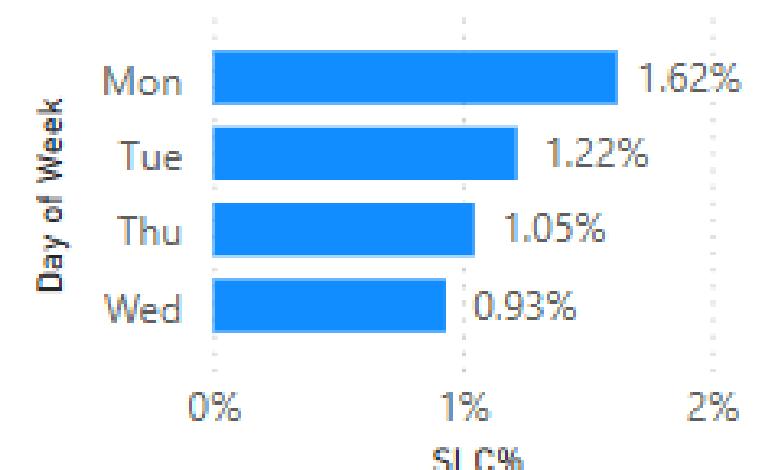
### **WFH % by Day of Week**



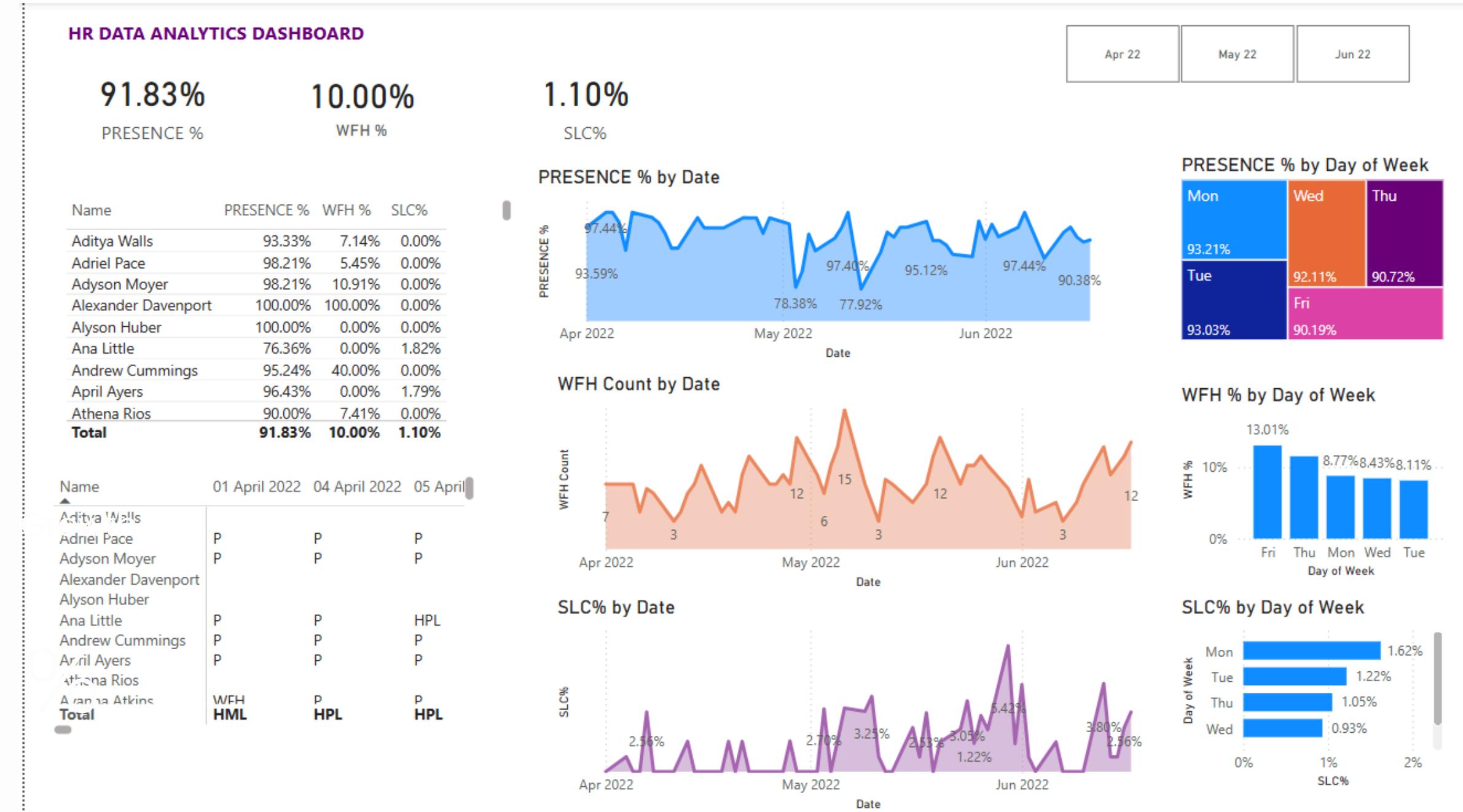
### **Clustered Bar Chart:**

This Chart Displays that employees has taken more sick leaves on Monday and it is least taken on Friday.

### **SLC% by Day of Week**



# FINAL DASHBOARD





# THANK YOU!

