

# **HR Analytics-Absenteeism: High Level Document (HLD)**

**Title:** HR Analytics – Absenteeism Analysis

## **Project Overview**

The Power BI Dashboard is designed to provide insights into HR data Analysis by visualizing key metrics, trends, and KPIs. It leverages data from HR Absenteeism and provides stakeholders with the ability to drill down into the data for actionable insights.

## **Objective:**

The objective of this project is to analyse employee absenteeism data to understand patterns and trends. The Power BI dashboard provides a visual representation of absenteeism rates by departments, age group, and job title. This analysis will assist HR in identifying high absenteeism rates and formulating effective policies to reduce it.

## **Scope:**

- Analysing employee absenteeism trends over time.
- Analysing average and maximum absent hours.
- Identifying departments with the highest absenteeism rates.
- Categorizing absenteeism by reasons such as age group, job title, or gender.
- Identifying correlations between absenteeism and factors like job title, length of service, or department.

## **Tools Used:**

- Microsoft Excel for data cleaning and manipulation.
- Microsoft Power BI for dashboard creation and data visualization.

**Data sources:** CSV files (or database).

**Outcome:** The final dashboard enables HR managers to:

- Quickly spot patterns and high absenteeism areas.
- Make data-driven decisions to reduce absenteeism rates.
- Implement strategies for improving employee attendance.

