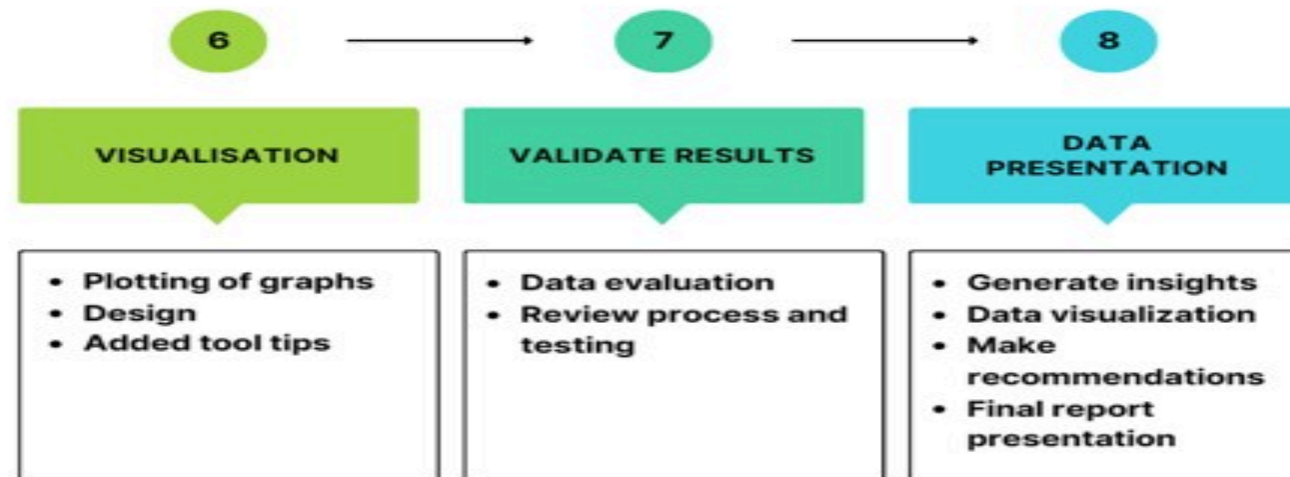
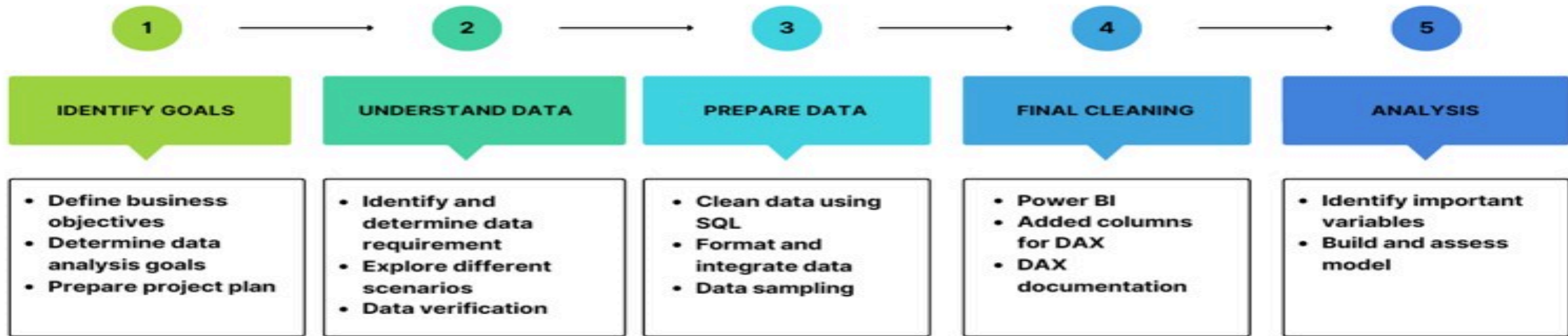


## OVERVIEW

C2 is a reputable medical organization that has retained our services to execute a comprehensive data analysis for their Human Resources department. It provided a dataset that includes 10–15 parameters per day per year which includes arrival/departure time, vacations, sick days, time off, etc. on more than 1,000 employees. The CEO has asked us to answer the following objectives:

## 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. Determine the heads of department who tend to forgive employees for lack of discipline and if there's any favorites for any heads of departments (perhaps some employees are always forgiven for being late, given time off, etc.).



# C2

COMPANY 2

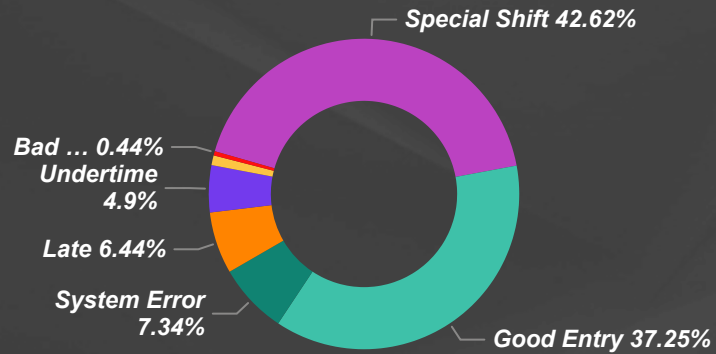
6107

Clocked IN

5906

Clocked OUT

## Regular Shifts Status



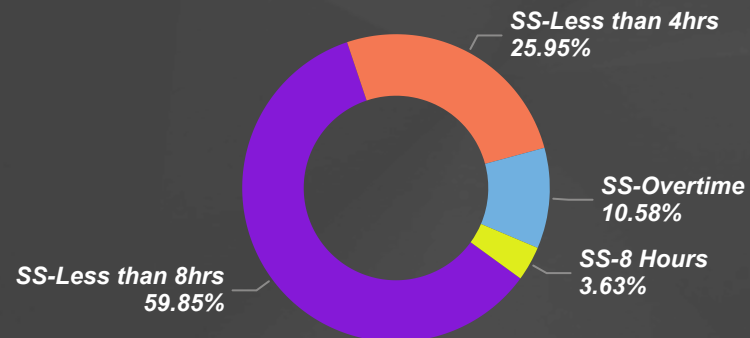
## Disciplined Entry per Status



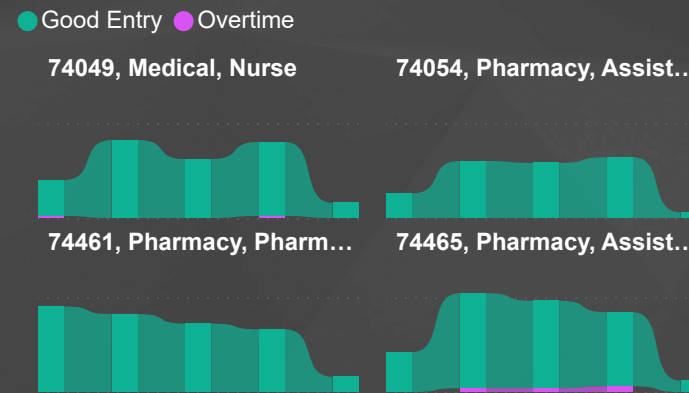
## Undisciplined Entry per Status



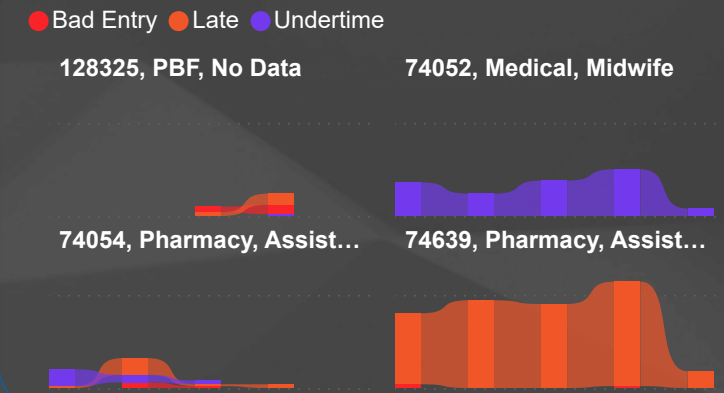
## Special Shift Status



## Top 10 Disciplined Employees



## Top 5 Undisciplined Employees



Medical

PBF

Pharmacy

Support Centre

Dashboard

Insights

C2

COMPANY 2

90

Leave Requests

11/16/2021

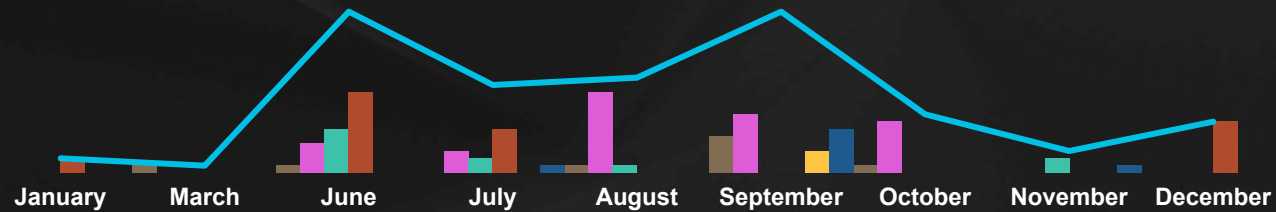


10/23/2022

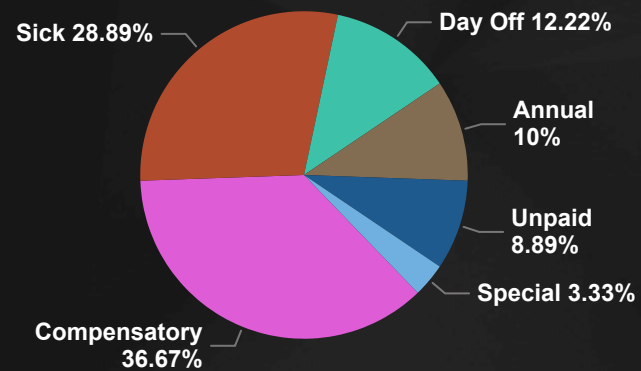


## Timeline of Leave Requests

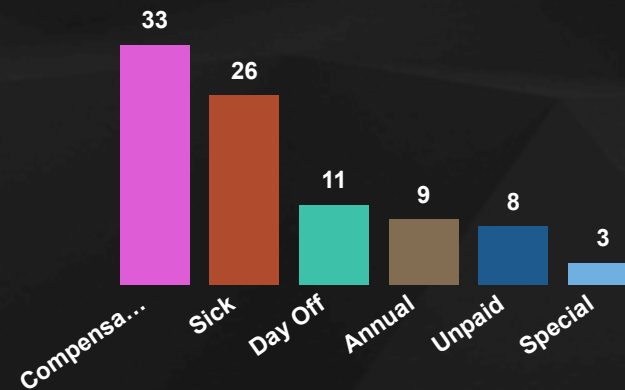
● Annual ● Compensatory ● Day Off ● Sick ● Special ● Unpaid ● Employees timeline



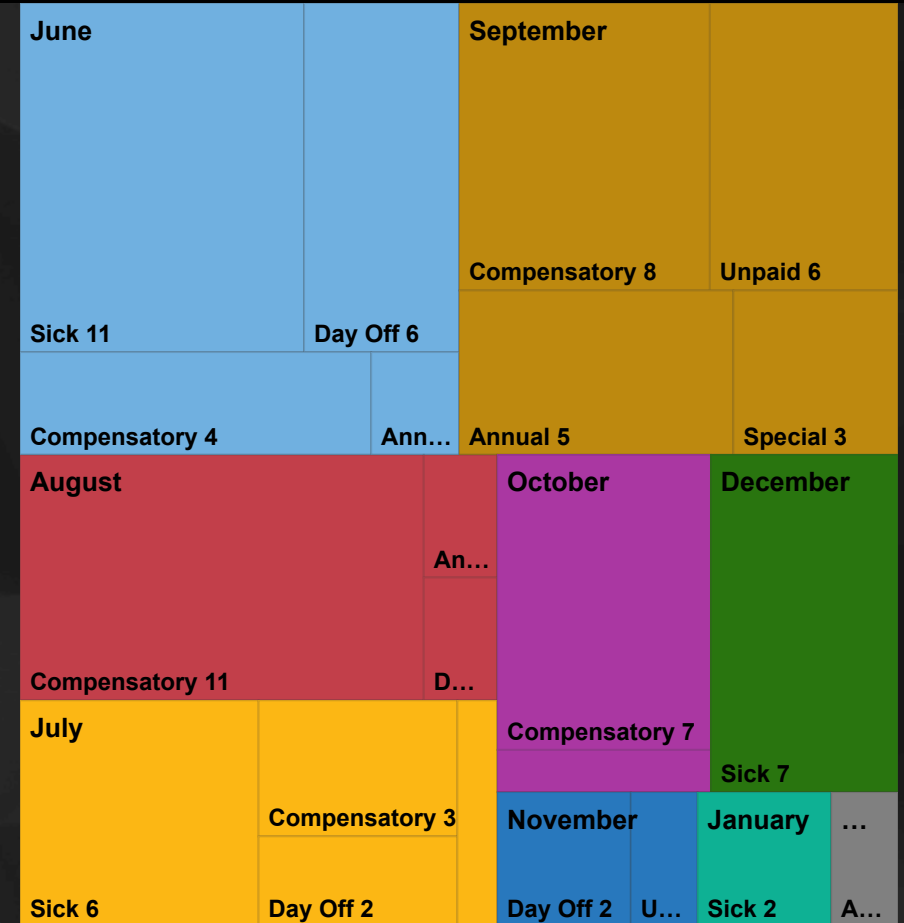
## Percentage of Leave Requests



## Approved Leaves



## Leave Type per Month



Medical

PBF

Pharmacy

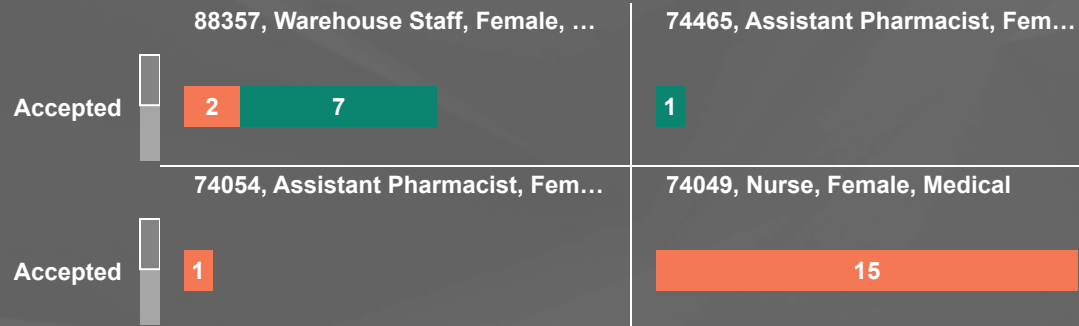
Support Centre

Dashboard

Insights

## Top 5 Most Preferred Employees

● Sick ● Unpaid



## Employees Salary Bubbles

● Assistant ... ● Business ... ● Develop... ● Doctor ● Finance &amp; ... ● General ... ● It Spv



## End of Contract by Position and Department

● Medical ● PBF ● Pharmacy ● Support Centre



## Summarize Gross Pay of Employees

user_id	position	Sum of gross_pay	Sum of data_salary_basico
74027	General Manager	28,150,002	31,500,000
74053	Doctor	26,852,801	35,000,000
74461	Pharmacist	23,552,052	30,000,000
84541	Doctor	21,028,507	28,120,000
79765	Nurse	20,887,137	12,790,000
87864	Doctor	20,792,729	28,120,000
74042	Warehouse Officer - Purchasing	20,452,938	27,000,000
Total		471,293,803	501,110,000

Medical

PBF

Pharmacy

Support Centre

Dashboard

Insights

## CONCLUSION

*The findings conclude that attendance is extremely important in the workplace. The consistency in attendance, when employees are present and arrive to work on time, can boost employee morale, improve productivity and save on the costs associated with paid time off for absent employees. Excessive absenteeism can negatively influence productivity and also places an extra burden on co-workers and supervisors.*

*Overall, the goal should be to create a workplace culture that values attendance and punctuality, and provides support to employees to help them maintain good attendance records. By doing so, employers can improve productivity, reduce costs associated with absenteeism, and create a positive work environment.*



## RECOMMENDATIONS

*After analyzing the data, we recommend that the company should take immediate actions to address the absenteeism, high turnover rate, and payroll issues.*

*Firstly, the company should consider adopting a strict attendance policy that outlines repercussions for non-adherence. This policy should also include how time off is calculated for each employee. Additionally, the company should implement an effective leave management system that can track vacation time, sick leaves, compensatory leaves, unpaid leaves, and longer leaves such as medical leaves.*

*Secondly, we suggest that the company should hire additional manpower, particularly for the Medical team, to reduce the high overtime rate, which in return leads to high compensatory leaves. To attract and retain talented employees, the company should offer a competitive salary, especially to the Medical team.*

*Thirdly, the company needs to manage excessive absenteeism effectively to reduce the high turnover rate. They can discourage absenteeism by taking several proactive steps—such as rewarding good attendance, providing emotional support to employees, setting clear attendance expectations, and offering flexible working arrangements where possible.*

*Lastly, the company should address the turnover rate and end of contract issues by conducting exit interviews to gather feedback from employees. This feedback can provide valuable insights into the reasons for resignations or contract non-renewals and help the company to take corrective actions where necessary.*

*By implementing these recommendations, the company can improve its financial health, performance, and employee satisfaction.*