

Office Leave Analysis using Tableau in Business Intelligence

HR of a company was collecting data of Employee Leaves from 2010 in a digital format, now after 10 Years they want to find insights of EMPLOYEE ENGAGEMENT, AVERAGE ABSENT DAYS, BENEFITS and FUTURE OUTCOMES for which they have shared data with Data Analyst.

The Role of Data Analyst here will be played by you and have to work on following parameters and have to give your Insights accordingly.

You need to import the data in TABLEAU and transform it in best way to reach and solve the following points.

TASK1: Employee Benefits

- With the help of time trend, show how people interest towards leaves have changed?
- Among all types of Leave Subcategories, employees are getting benefitted from which leave subcategory?
- Using Calendar Chart and Filters visualize that in which day of week and which month of year, a greater number of employees want break from work?

TASK2: Average Days Absent

- Find the Average number of leaves availed by employees in a year?
- What is the average number of leaves are taken yearly under each Category of leaves. Visualize this view using Reference lines.
- Find the Top N employees according to average number of Unpaid Leaves and average number of number of Total leaves he/she have availed.

TASK3: Future Outcomes

- Find Leave availed Percentage for each Leave Category and their Subcategories.
- Find the Forecast of total number of leaves for year 2020.

TASK4: Using Some of these Sheets, **CREATE DASHBOARDS** that would help in finding insight,

- **Employee Benefits**
- **Average Days Absent**
- **Insights for future**

BYOD CA3

Set1: [Even-Roll No.]

Max Marks: 50 Marks

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TASK1: Employee Engagement

- Find Employee Engagement ratio for each country and visualize it on MAP, annotate those countries that have Max and Min engagements?
- Find the percentage of employees that are engaged to work during leave period.
- Find the names of employees those have availed more than 40% of days in year on the Leave

TASK2: Employee Benefits

- With the help of time trend, show how people interest towards leaves have changed?
- Among all types of Leave Subcategories, employees are getting benefitted from which leave subcategory?
- Using Calendar Chart and Filters visualize that in which day of week and which month of year, a greater number of employees want break from work?

TASK3: Future Outcomes

- Find Average of each Leave Category and Average of Leave Category via region.
- Find the Forecast of total number of paid leaves for year 2020.

TASK4: Using these Sheets, **CREATE STORY** that would help in finding explaining

- **Employee Engagement**
- **Employee Benefits**
- **Insights for future**

***** **SUBMISSION GUIDELINES*******

*You have to submit <FULLROLLNUMBER>.rar file Example KM019A52.rar
(Solution.twbx+Worksheet.doc)*

***Solution.twbx** file would be your Tableau Solution file where every question will be a different sheet.*

***Worksheet.doc** would be a word file in which you would write the insights and observatory parameters that you have observed in visualization.*

Then upload the solution on: <https://tinyurl.com/KM019BYODCA3UPLOAD>