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Understanding the dataset

The dataset represents **employee attendance tracking** for June 2022. It records employees' daily presence, work-from-home (WFH), sick leave, and other attendance statuses.

Key Elements of the Dataset:

1. **Employee Code & Name** – Each row represents an employee identified by a unique employee code and name.
2. Attendance Entry of 3 months of Data
3. Attendance Key which is abbr used in Companies

Problem Statement

1. How does employee presence vary across different days of the week, and what factors contribute to lower attendance on certain days?
2. What trends can be observed in Work From Home (WFH) percentages, and how does it impact overall productivity?
3. Which employees have the highest and lowest presence rates, and what factors influence their attendance behavior?
4. Is there a seasonal pattern in sick leave (SL) percentages, and how can HR proactively address potential absenteeism?
5. How can attendance insights be used to optimize workforce planning and improve overall workplace efficiency?

Data Wrangling Steps in Power BI

Steps:-

- Using Power Query for Data wrangling
- Have a date sequence of months in the column. Used **Unpivot date column** to get the date sequence in Rows
- Created parameter
- Created Function and passed those parameter in this function to apply same transformation in other sheets
-
- Checked the datatype
- Work on data standardization, changed column Header

Dashboard KPIs

Created Calculated column for analysis

WFH Count =

```
SWITCH(TRUE(),  
'Final Date'[Value]="WFH",1,  
'Final Date'[Value]="HWFH",0.5,  
0)
```

```
SL Count =SWITCH(TRUE(),'Final Date'[Value]="SL",1,  
'Final Date'[Value]="HSL",0.5,  
0)
```

Day of Week = `FORMAT('Final Date'[Date],"ddd")`

MONTH = `STARTOFMONTH('Final Date'[Date])`

KPI Measure

Total Working Days: Total number of working days in the dataset.

Total Working Days =

```
var present_days = CALCULATE(COUNT('Final Date'[Value]))

var nonworkingdays=CALCULATE(COUNT('Final Date'[Value]),'Final Date'[Value] in
{"HO", "WO"})

RETURN
present_days - nonworkingdays
```

WFH Count: Total number of **Work From Home** occurrences.

WFH Count = SUM('Final Date'[WFH Count])

Present Days: Total number of days employees were physically present, including WFH

Present Days =

```
VAR present = CALCULATE(COUNT('Final Date'[Value]),'Final Date'[Value] in {"P"})

RETURN
present + [WFH Count]
```

Presence%: percentage of days employees were present at work, including WFH

Presence % = DIVIDE([Present Days],[Total Working Days],0)

WFH%: Percentage of **Work From Home** Days.

WFH % = `DIVIDE([WFH Count],[Present Days],0)`

SL Count: Total number of **sick leaves** recorded.

SL Count = `SUM('Final Date'[SL Count])`

SL%: Percentage of **sick leaves** taken.

SL % = `DIVIDE([SL Count],[Total Working Days],0)`

PL Count: Total number of **paid leaves** taken by employees.

PL Count = `SUM('Final Date'[PL Count])`

Key Insights

- **Overall Presence Rate:** The total presence percentage is **91.55%**, indicating strong employee attendance.
- **Work From Home (WFH) Rate:** **11.15%** of employees are working remotely, which shows that WFH is a minor but notable portion of the workforce's routine.
- **Sick Leave (SL) Rate:** Sick leave accounts for **1.08%** of total working days, suggesting minimal absenteeism due to illness.
- **Top Employee Presence:** **Emma Freeman** has the highest presence rate at **82.14%**, with only **6.25%** sick leave.
- **High WFH Employees:** **Gregory Carr** worked **100% remotely**, followed by **Kaylah Schultz** at **25.64%**, indicating a preference or necessity for remote work in certain cases.
- **Day-wise Presence Trends:** Presence is highest on **Monday and Thursday (92.66%)**, but it drops slightly towards **Friday (90.08%)**, possibly indicating a preference for remote work before the weekend.
- **Day-wise WFH Trends** The highest WFH percentage occurs on **Fridays (13.83%)**, suggesting employees prefer working remotely before the weekend.
- **Day-wise sick leave trends:** **Mondays (1.39%)** have the highest sick leave rate, which could indicate employees taking leave after the weekend.
- **Fluctuations in Presence Over Time:** The **Presence% by Date** graph shows fluctuations, with occasional dips, meaning attendance is not entirely consistent across the months.

- **Sick Leave Spikes in June** – The **SL % by Date** graph shows a noticeable increase in sick leave occurrences in June, which may require further investigation (e.g., seasonal illnesses, work stress, or policy impact).