

Case 9 – Applications in Human Resources

Objective

Payroll Analysis

Overview

You are a human resources manager. You are asked by senior management to work with an employee and time worked sheet to provide an analysis about trends and characteristics regarding human resource issues.

Techniques Covered

- Working with large datasets
- Lookup Tables
- Multiple worksheets linking
- Advanced formulas
- Pivot Tables and Pivot Charts

Workbooks Required

- Employee.xlsx
- TimeWorked.xlsx

Tasks

- Link the two worksheets together using lookup tables to calculate the pay due to each employee.

Analysis

1. Calculate the number of employees for each department.
2. Which three departments have the highest salaries? You must create a pivot table with a pivot chart to support your answer.
3. Which three employees are paid the most? You must create a pivot table with a pivot chart to support your answer.
4. Which three departments paid the most in overtime? You must create a pivot table with a pivot chart to support your answer.
5. Which three employees paid the most in overtime? You must create a pivot table with a pivot chart to support your answer.
6. If you were sitting in a meeting with all department heads, create five questions that you would ask. Identify which department you direct the question to and the question you would ask.