

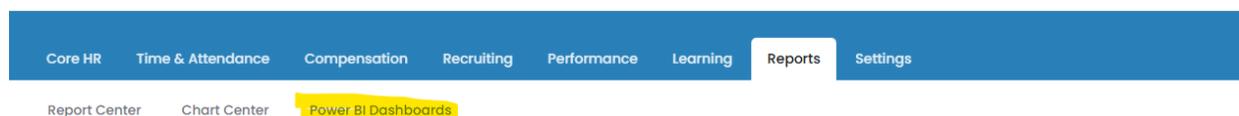
# Lanteria Analytics Suite — Power BI Analytical Module

## Overview

The **Lanteria Analytics Suite** is an advanced analytical module integrated into Lanteria HR and powered by **Microsoft Power BI**. It provides interactive, visual dashboards that transform HR data into structured insights across the employee lifecycle.

The module consolidates workforce data from Core HR, Recruitment, Performance, Compensation, Learning, and other Lanteria areas into a unified analytical environment. Instead of static reports, users work with dynamic dashboards that allow filtering, drill-down analysis, and cross-navigation between HR dimensions.

The Power BI dashboards are available in the **Reports module** of Lanteria HR.



## Functional Scope

The Analytics Suite includes a comprehensive set of ready-to-use dashboards covering key HR domains, typically structured across 60+ report pages.

These dashboards support:

- Executive workforce overview
- Recruitment pipeline monitoring
- Attrition and retention analysis
- Compensation insights
- Diversity metrics
- Performance and learning analytics

The module is delivered as part of the **core Lanteria solution**.



# Power BI Dashboard Structure and Visualization Description

Below is an overview of the typical dashboard structure and visual components included in the Analytics Suite.

## Executive Insights Section

### 1. Overview of the Executive Insights Section

The **Executive Insights** section provides a consolidated, high-level analytical view of key HR indicators across the organization. It is designed primarily for HR leadership, executives, and decision-makers who require a structured summary of workforce metrics, trends, and financial indicators.

This section combines:

- Workforce structure and demographics
- Diversity and leadership indicators
- Hiring and attrition metrics
- Leave and availability insights
- Salary cost distribution
- Executive scorecards
- New starter and leaver analytics

The dashboards within Executive Insights provide both operational snapshots and trend-based performance monitoring, enabling users to evaluate workforce stability, diversity progress, financial impact, and organizational effectiveness.

All dashboards within this section are interactive and respond to global filters.

## 2. Dashboards within Executive Insights

Below is an overview of each dashboard available in this section.

### HR at a Glance

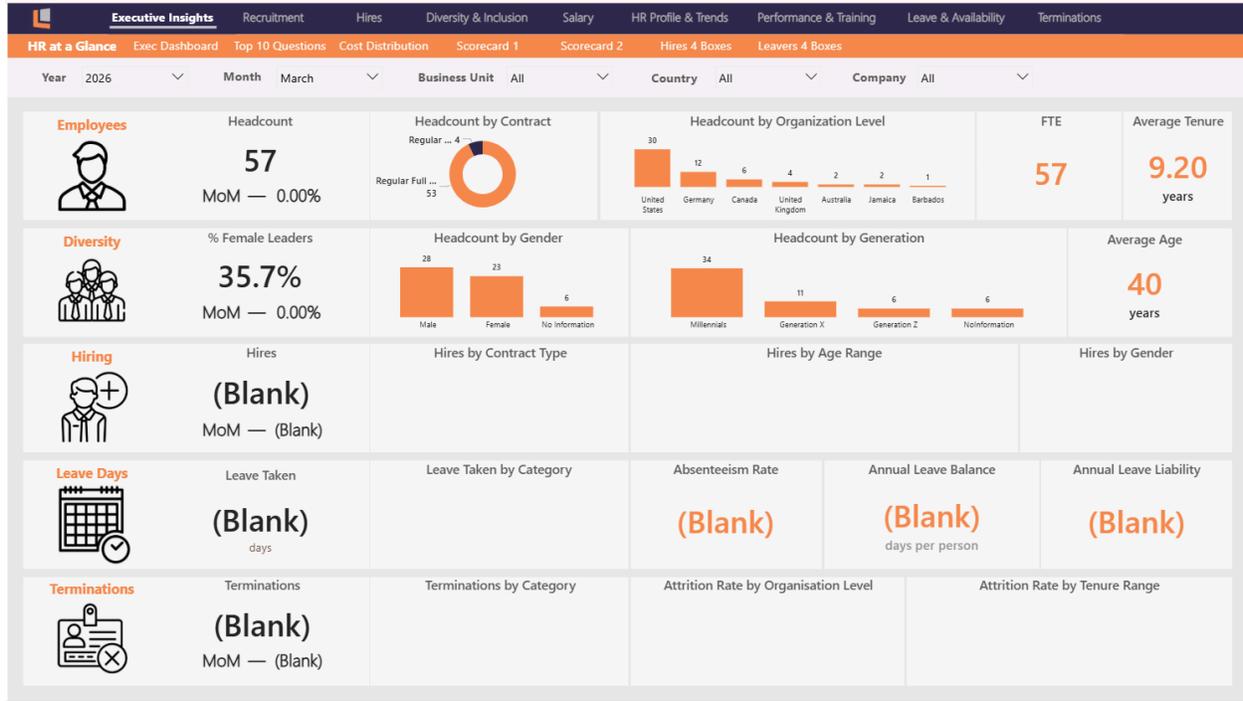
**Purpose:**

Provides a comprehensive workforce snapshot combining headcount, diversity, hiring, leave, and termination indicators in one view.

**What the user sees:**

- Headcount and FTE KPIs
- Average tenure and average age
- Headcount breakdown by:
  - Contract type
  - Organization level
  - Gender
  - Generation
- Hiring metrics
- Leave indicators (leave taken, absenteeism, leave balance, leave liability)
- Termination and attrition indicators

This dashboard serves as the primary executive summary page.



## Exec Dashboard

### Purpose:

Displays key strategic workforce KPIs in a card-based layout with YoY and YTD comparisons.

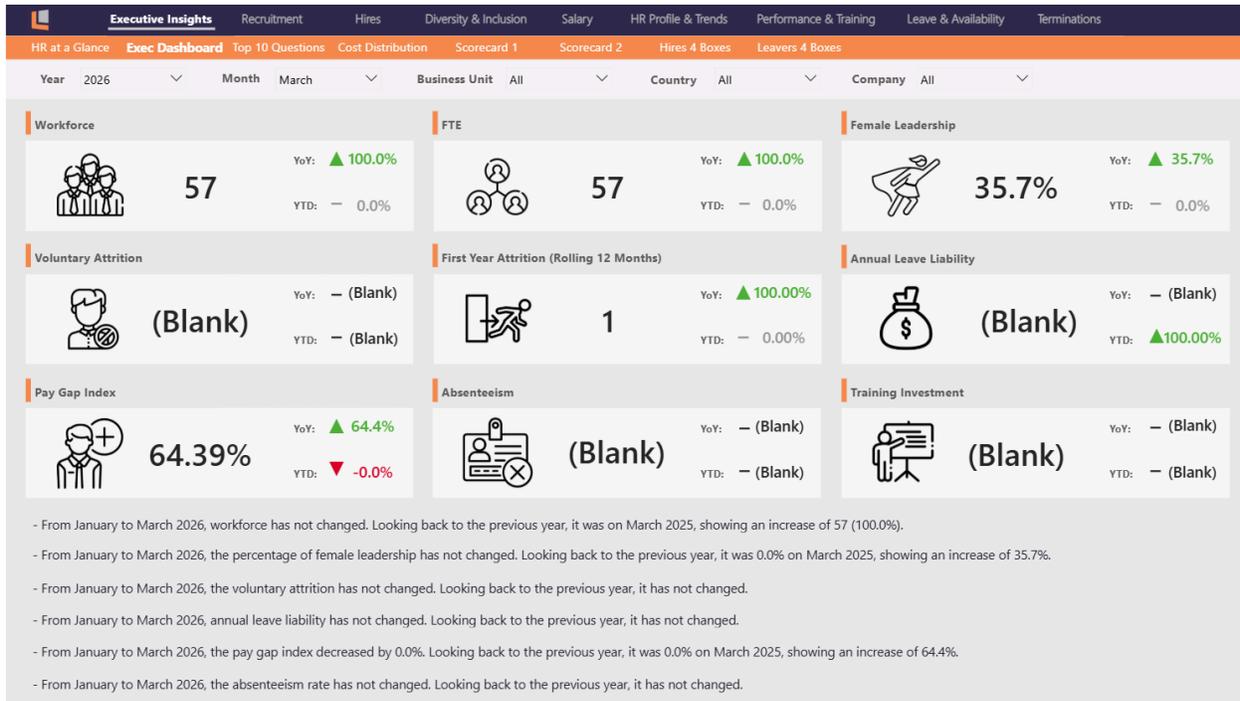
### What the user sees:

- Workforce (total employees)
- FTE
- Female leadership %
- Voluntary attrition
- First-year attrition (rolling 12 months)
- Annual leave liability
- Pay gap index
- Absenteeism
- Training investment

### Each metric includes:

- Year-over-Year (YoY) comparison
- Year-to-Date (YTD) indicator
- Visual trend indicators (increase/decrease)

This dashboard is designed for executive KPI monitoring.



## Top 10 Questions

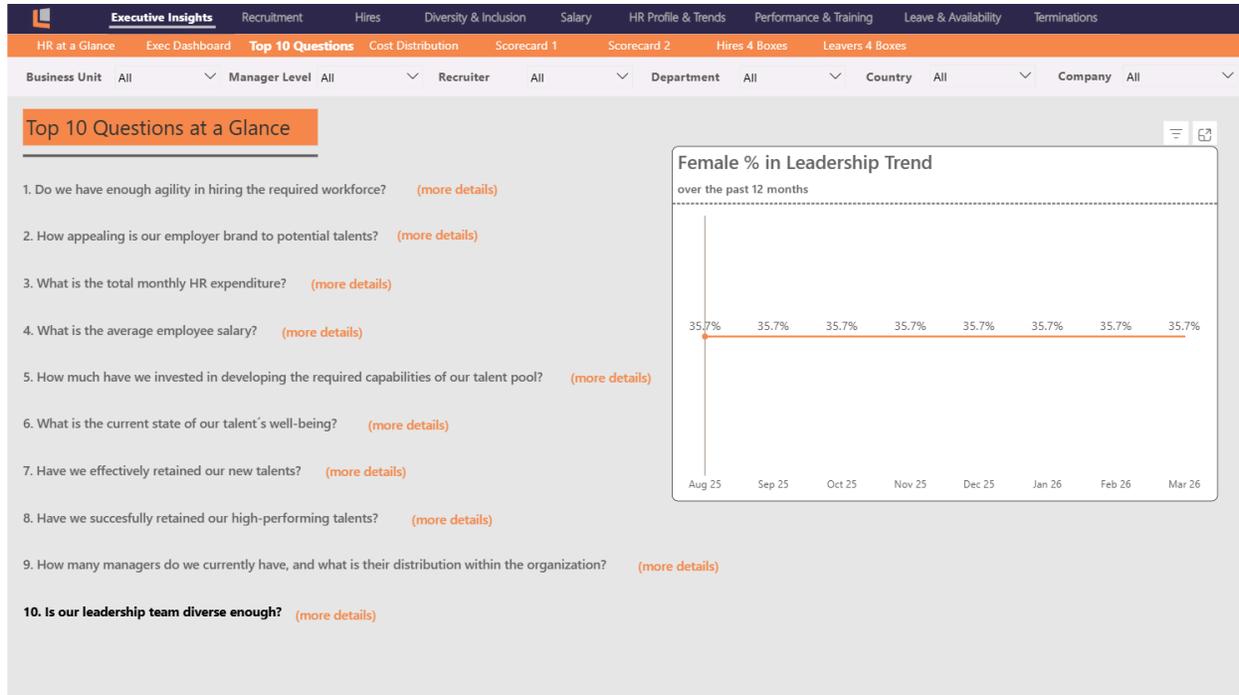
### Purpose:

Provides analytical navigation based on common executive HR questions.

### What the user sees:

- A list of 10 strategic HR questions (e.g., hiring agility, employer brand appeal, salary levels, leadership diversity).
- Each question includes a “more details” link for deeper analysis.
- A supporting trend visualization (e.g., Female % in Leadership trend over the last 12 months).

This dashboard helps executives interpret HR data through business-focused questions rather than raw metrics.



## Cost Distribution

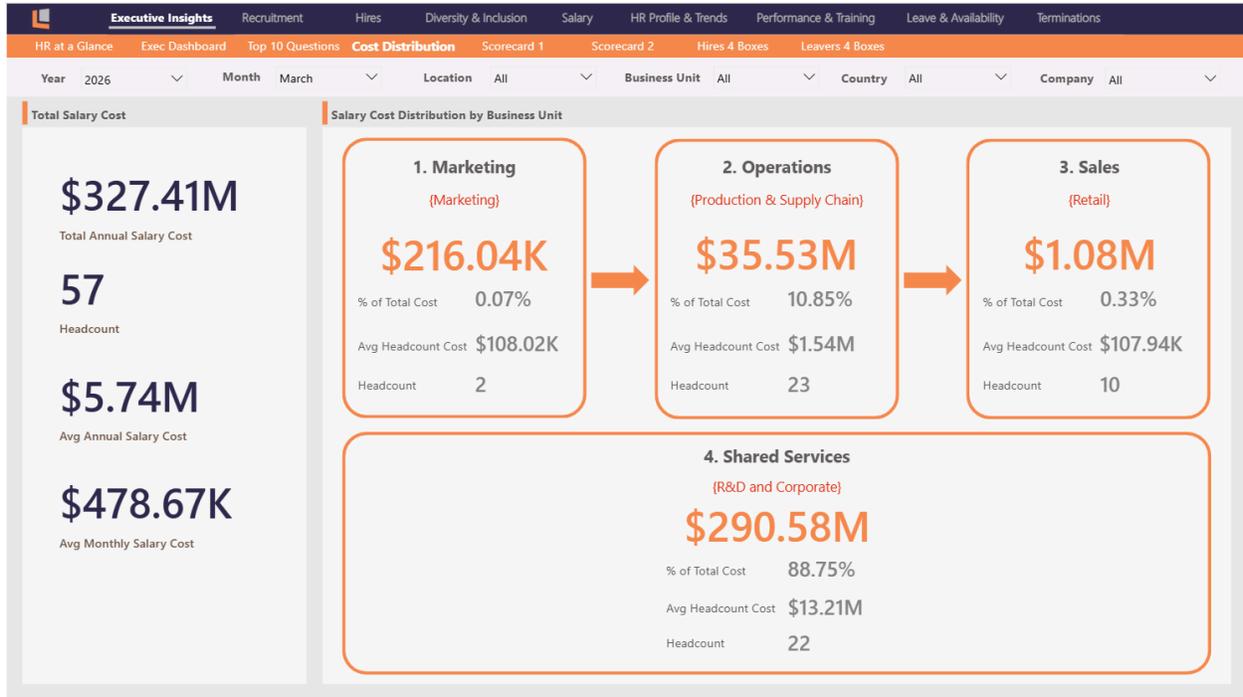
### Purpose:

Analyzes salary costs and workforce financial distribution.

### What the user sees:

- Total Annual Salary Cost
- Headcount
- Average Annual Salary Cost
- Average Monthly Salary Cost
- Salary cost distribution by Business Unit
- % of total cost per unit
- Average headcount cost
- Headcount per business unit

This dashboard supports workforce budgeting and cost control decisions.



## Scorecard 1

### Purpose:

Displays operational HR KPIs with period comparisons.

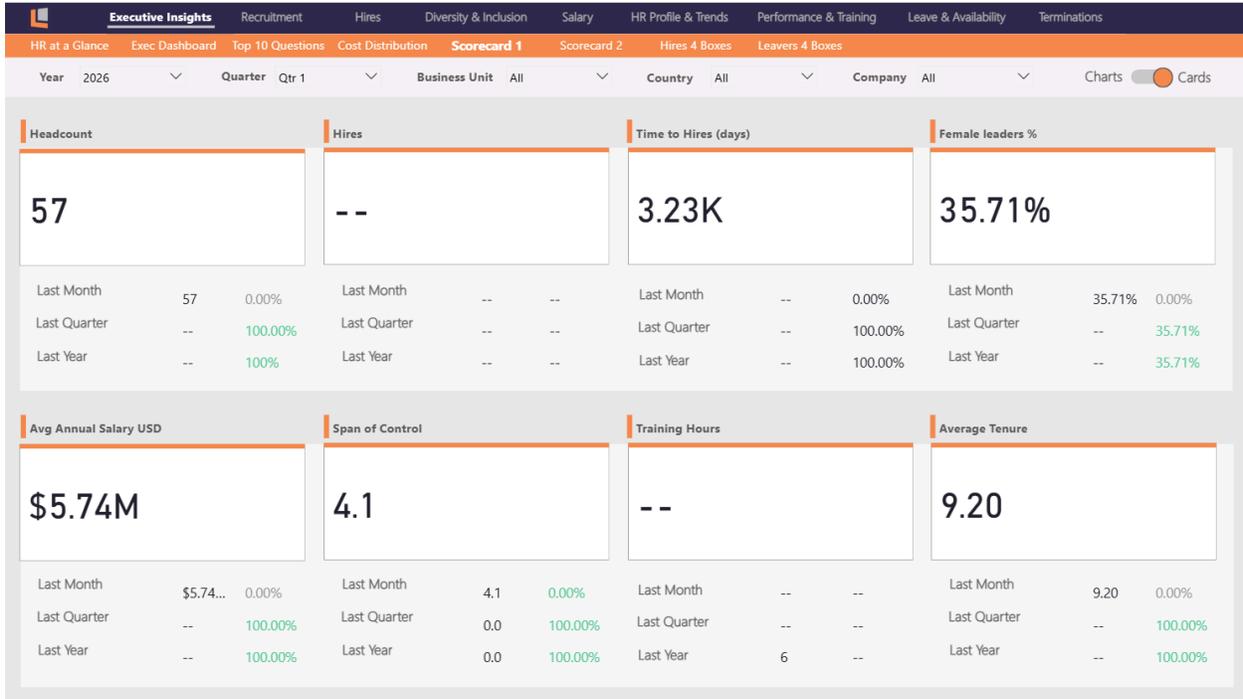
### What the user sees:

- Headcount
- Hires
- Time to Hire (days)
- Female Leaders %
- Average Annual Salary
- Span of Control
- Training Hours
- Average Tenure

Each metric includes comparisons against:

- Last Month
- Last Quarter
- Last Year

This dashboard supports performance monitoring at a glance.



## Scorecard 2

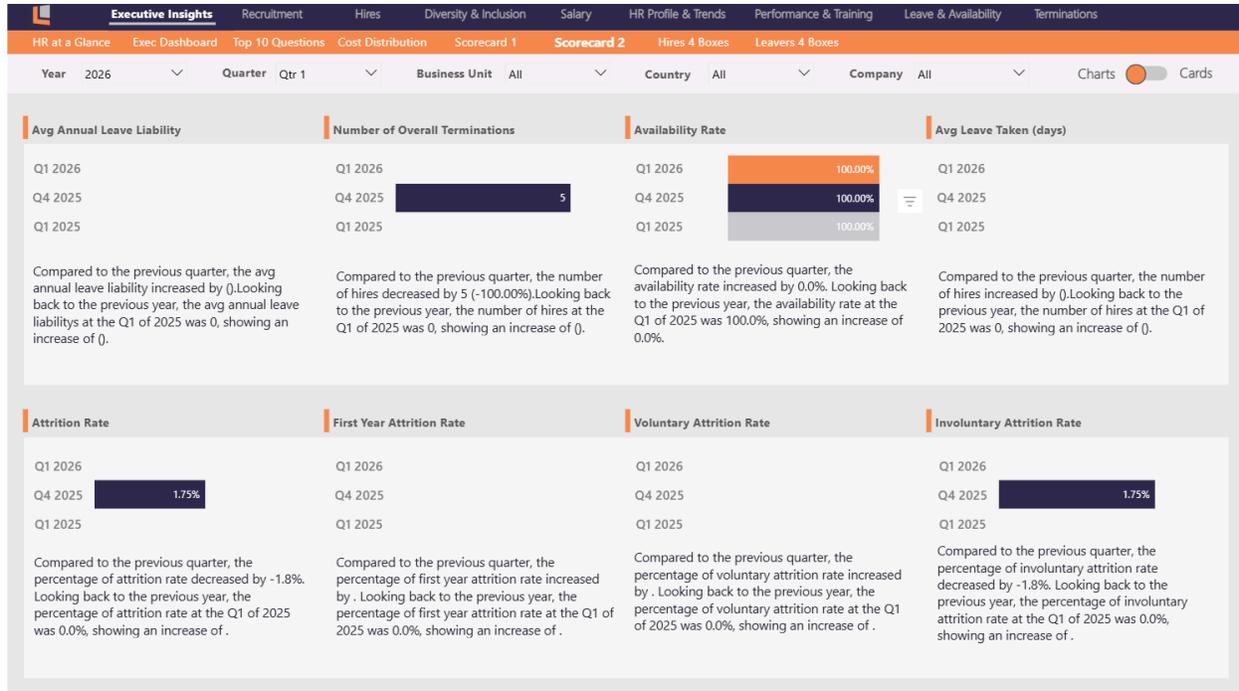
### Purpose:

Focuses on attrition, leave, and availability indicators.

### What the user sees:

- Average Annual Leave Liability
- Number of Overall Terminations
- Availability Rate
- Average Leave Taken
- Attrition Rate
- First-Year Attrition Rate
- Voluntary Attrition Rate
- Involuntary Attrition Rate

Includes quarterly comparisons and descriptive commentary.



## Hires – 4 Boxes

### Purpose:

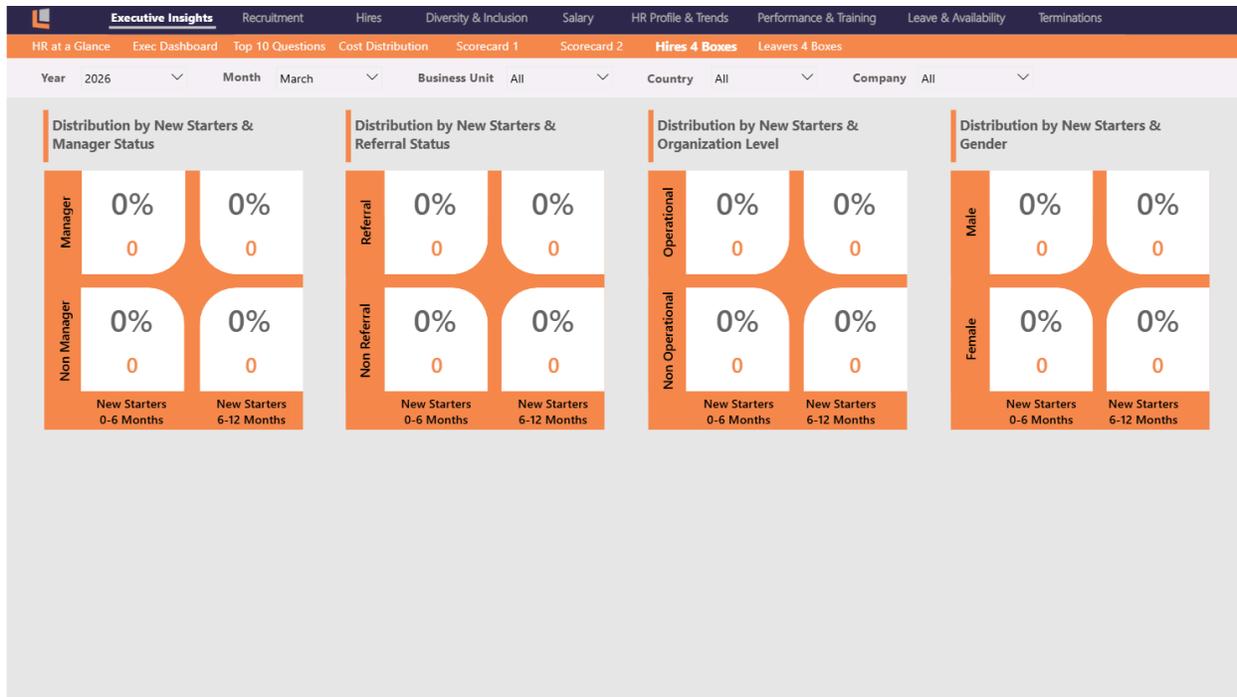
Analyzes new starter distribution.

### What the user sees:

Distribution of new starters (0–6 months and 6–12 months) by:

- Manager status (Manager / Non-Manager)
- Referral status (Referral / Non-Referral)
- Organization level (Operational / Non-Operational)
- Gender (Male / Female)

This dashboard helps assess onboarding trends and the structure of workforce inflow.



## Leavers – 4 Boxes

### Purpose:

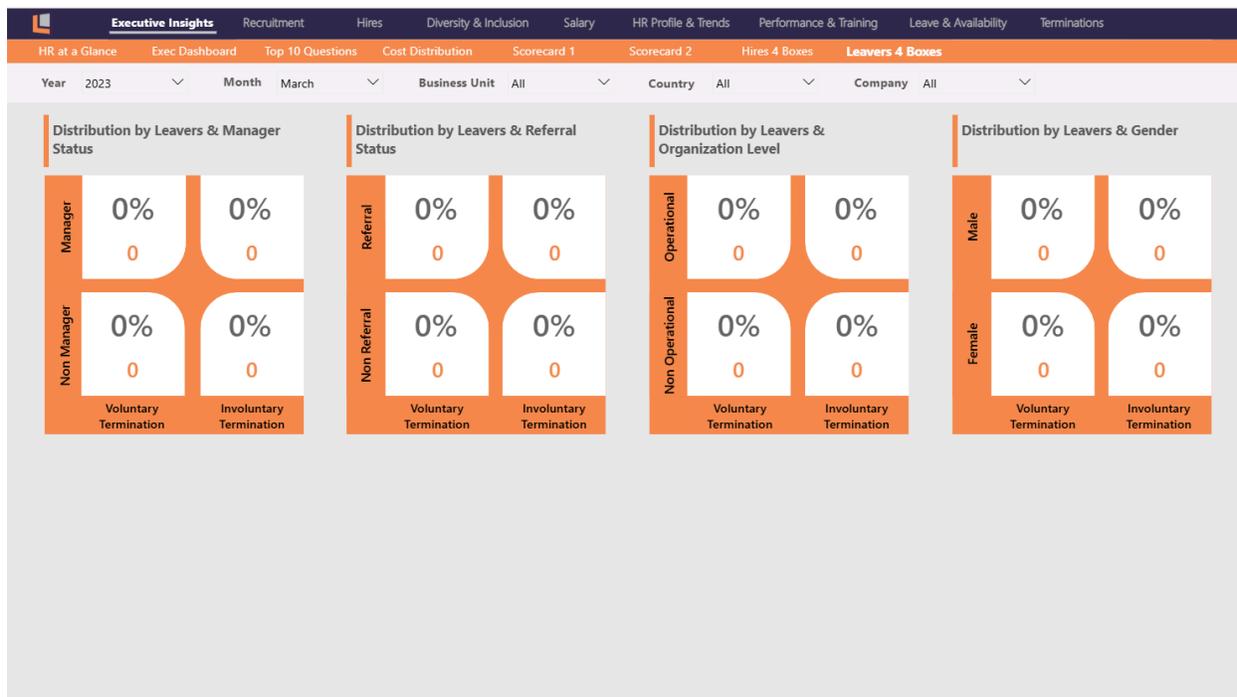
Analyzes termination distribution.

### What the user sees:

Distribution of leavers (Voluntary / Involuntary) by:

- Manager status
- Referral status
- Organization level
- Gender

This dashboard supports turnover analysis and segmentation.



## Recruitment Section

### 1. Overview of the Recruitment Section

The **Recruitment** section provides end-to-end analytics of the hiring lifecycle — from application intake to offer and hire. It is designed for HR managers, recruiters, and business leaders who need visibility into recruitment pipeline performance, hiring efficiency, sourcing effectiveness, and time-to-hire indicators.

This section enables users to:

- Monitor recruitment funnel progression
- Track applicant volume and conversion rates
- Analyze recruiter performance
- Evaluate hiring distribution by gender, job level, and department
- Measure time to offer and time to hire
- Identify bottlenecks in the recruitment process

All dashboards in this section are interactive and respond dynamically to global filters.

## 2. Dashboards within the Recruitment Section

### Recruitment (Overview)

**Purpose:**

Provides a high-level summary of recruitment pipeline activity.

**What the user sees:****Recruitment Process KPIs**

- % Vacancies Filled
- Applicants
- Screening
- Assessment
- Offered
- Hired
- % Screening Hired

These KPIs summarize the volume at each recruitment stage.

**Active Vacancies**

- Visualization of active vacancies over time.

**Active Vacancies & Filled Roles by Department**

- Breakdown of recruitment workload by department.

**Filled Roles**

- Total number of successfully hired candidates.

**Filled Roles by Department**

- Department-level hiring distribution.

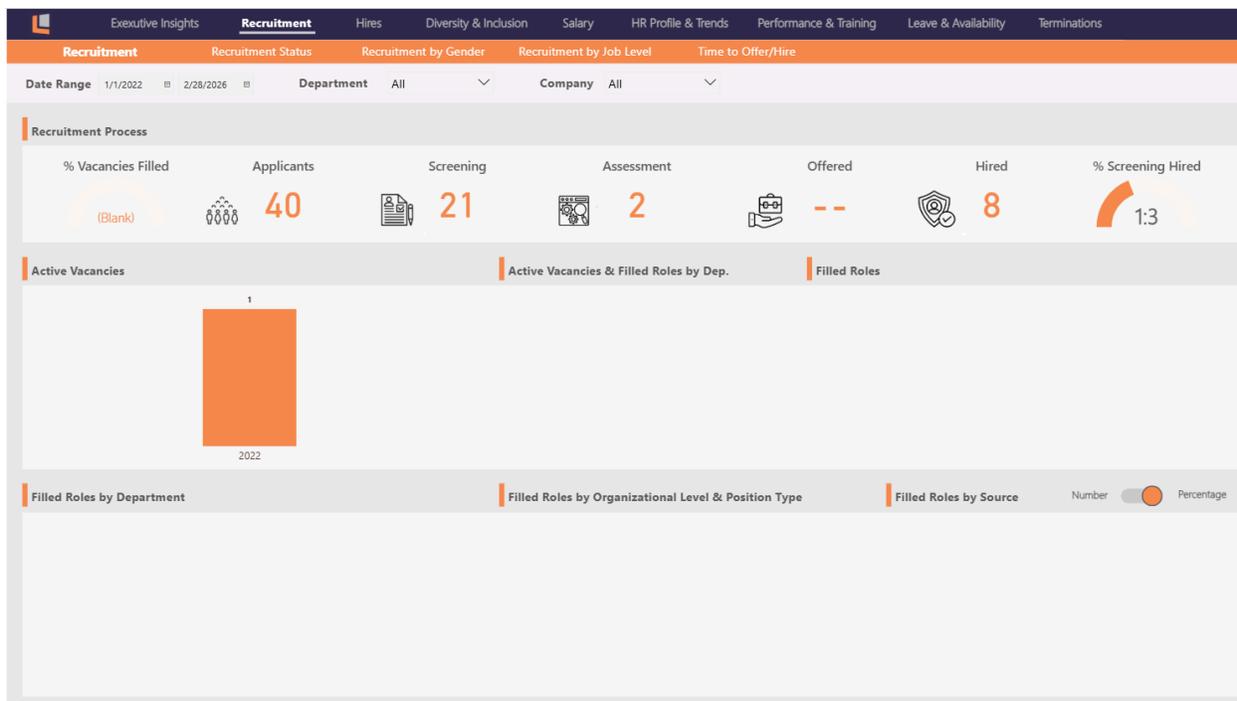
**Filled Roles by Organizational Level & Position Type**

- Hiring segmentation by workforce category.

**Filled Roles by Source**

- Toggle between:
  - Number
  - Percentage
- Shows sourcing effectiveness.

This dashboard serves as the recruitment executive summary



## Recruitment Status

### Purpose:

Provides detailed funnel and recruiter-level pipeline analytics.

### What the user sees:

#### Recruitment Funnel

- Applicants → Screening → Assessment → Offered → Hired
- Conversion percentages displayed between stages.

#### Application Status by Recruiter

- Stacked bar chart showing:
  - Applicants

- Hired
- Recruiter comparison.

#### **Interviewed vs. Hired by Recruiter**

- Scatter plot visualization.
- Shows recruiter efficiency (conversion strength).

#### **Application Status Table**

- Detailed recruiter breakdown:
  - Applicants
  - Screening
  - Assessment
  - Offer
  - Hired

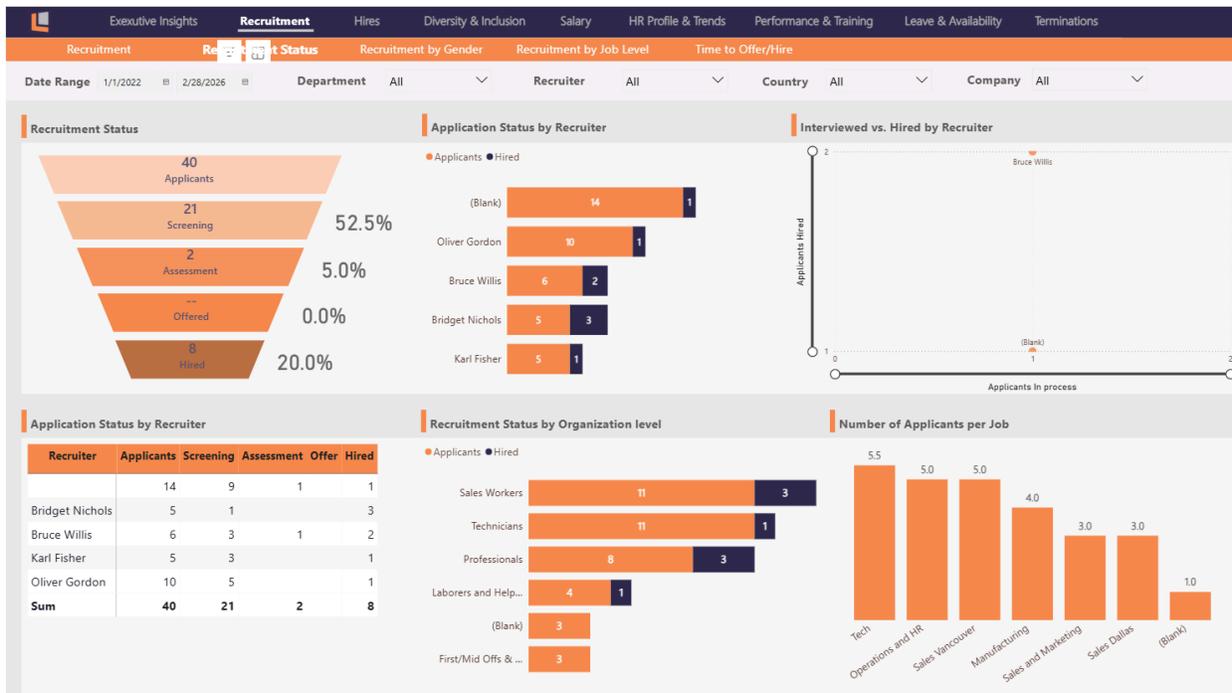
#### **Recruitment Status by Organization Level**

- Applicants and hires segmented by:
  - Sales Workers
  - Technicians
  - Professionals
  - Laborers & Helpers
  - First/Mid-Level Officers & Managers

#### **Number of Applicants per Job**

- Column chart displaying applicant volume by role.

This dashboard supports recruiter performance evaluation and funnel analysis.



## Recruitment by Gender

### Purpose:

Analyzes recruitment pipeline distribution by gender.

### What the user sees:

Separate sections for:

- Females
- Males

Each section includes:

### Recruitment Funnel by Gender

- Applicants
- Screening
- Assessment
- Offered
- Hired
- Conversion percentages

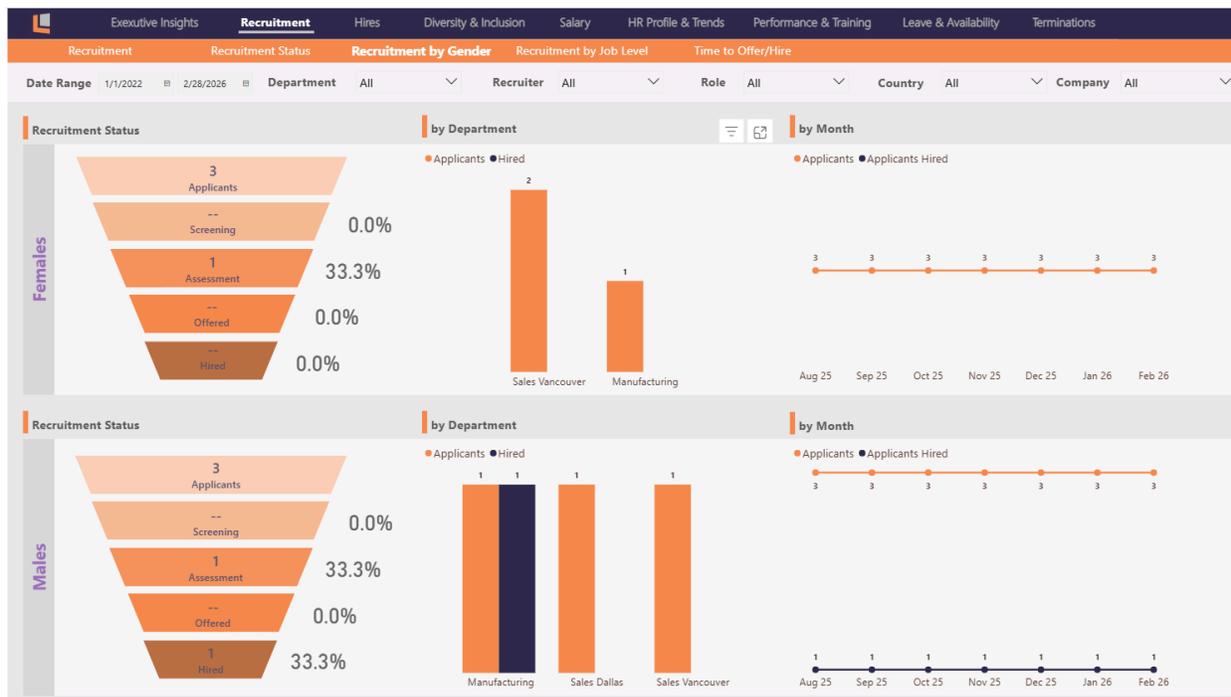
### Applicants & Hires by Department

- Department-level gender distribution.

## Applicants & Hires Trend by Month

- Monthly trend visualization.
- Comparison of applicants vs hired.

This dashboard supports diversity tracking in hiring.



## Recruitment by Job Level

### Purpose:

Analyzes recruitment pipeline by job level or employee category.

### What the user sees:

Separate panels for:

- Technicians
- Sales Workers
- First/Mid-Level Officers & Managers

Each panel includes:

### Recruitment Funnel

- Applicants to Hired progression.

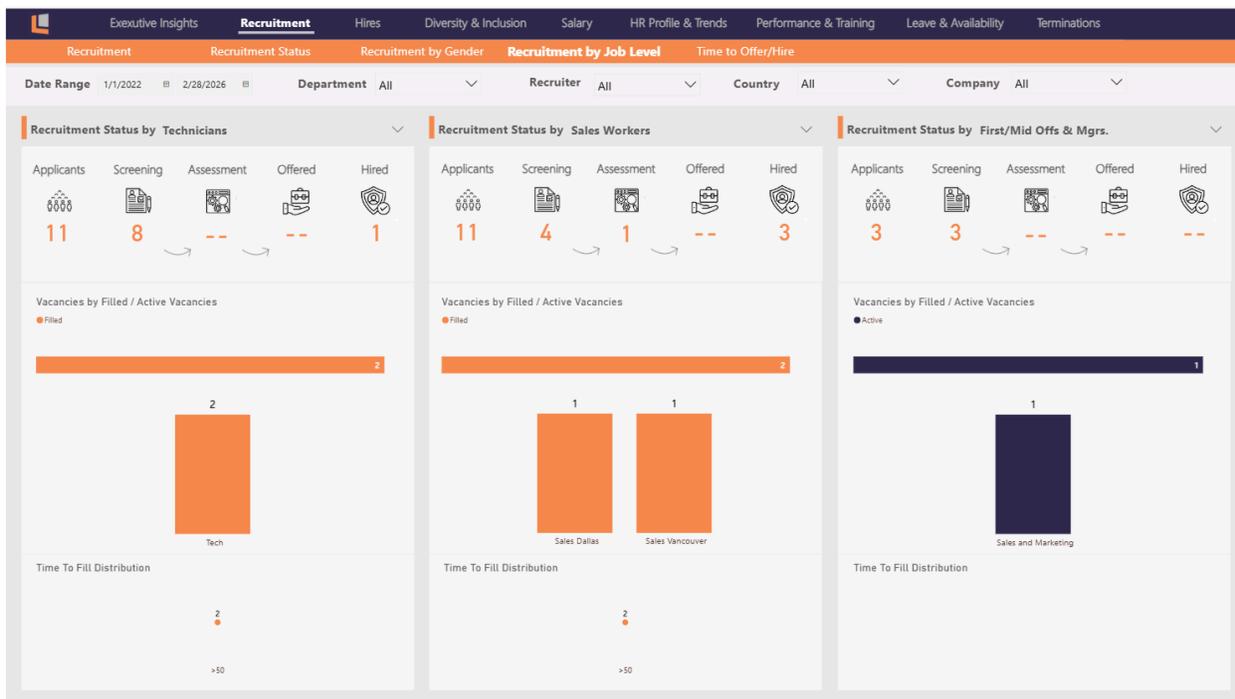
### Vacancies (Filled / Active)

- Department-level vacancy tracking.

### Time to Fill Distribution

- Distribution visualization showing how long positions remain open.

This dashboard enables monitoring of hiring effectiveness across job categories.



### Time to Offer / Hire

#### Purpose:

Measures recruitment speed and process efficiency.

#### What the user sees:

#### Time to Offer (Days)

- Average
- Maximum
- Minimum
- Breakdown by:
  - Job Level
  - Source

- Experience

**Time to Hire (Days)**

- Average
- Maximum
- Minimum
- Breakdown by:
  - Job Level
  - Source
  - Experience

**Time to Offer/Hire Trend**

- Monthly trend visualization.

**Time to Offer/Hire by Gender**

- Comparison between Male, Female, No Information.

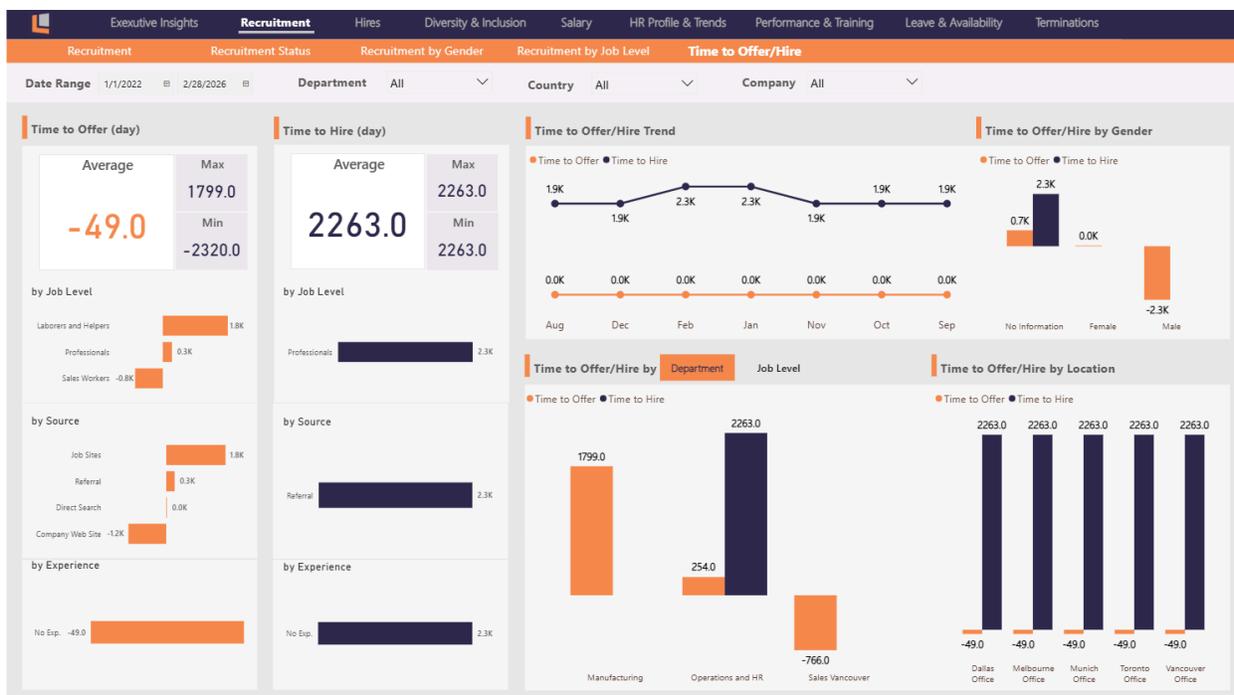
**Time to Offer/Hire by Department**

- Department-level comparison.

**Time to Offer/Hire by Location**

- Office-level comparison.

This dashboard supports identification of recruitment bottlenecks and performance improvement areas.



## Hires Section

### 1. Overview of the Hires Section

The **Hires** section provides analytical insight into new employee inflow (New Starters). It focuses on understanding hiring distribution, demographic composition, and hiring trends across the organization.

This section is designed for HR leaders, workforce planners, and business managers who need to:

- Monitor hiring volume
- Compare hires against terminations
- Analyze demographic distribution of new starters
- Evaluate hiring by business unit, location, and organizational level
- Assess workforce inflow trends over time

All dashboards in this section are interactive and respond to global filters.

### 2. Dashboards within the Hires Section

#### New Starters

**Purpose:**

Provides a high-level overview of hires during the selected period.

**What the user sees:****Hires by Gender**

- Distribution of new starters by Male / Female.

**Hires by Generation**

- Breakdown by generational group (e.g., Millennials, Gen X, Gen Z).

**Hires by Age Branding**

- Age group segmentation of new starters.

**Cards**

- Total Hires (KPI card)
- Average Hires per Month

**Hires Trend by Gender**

- Time-based trend showing hires split by gender.

**Hires vs. Terminations**

- Line chart comparing hiring activity against termination count.
- Helps assess net workforce growth or contraction.

**Hires by Business Unit**

- Hiring distribution across business units.

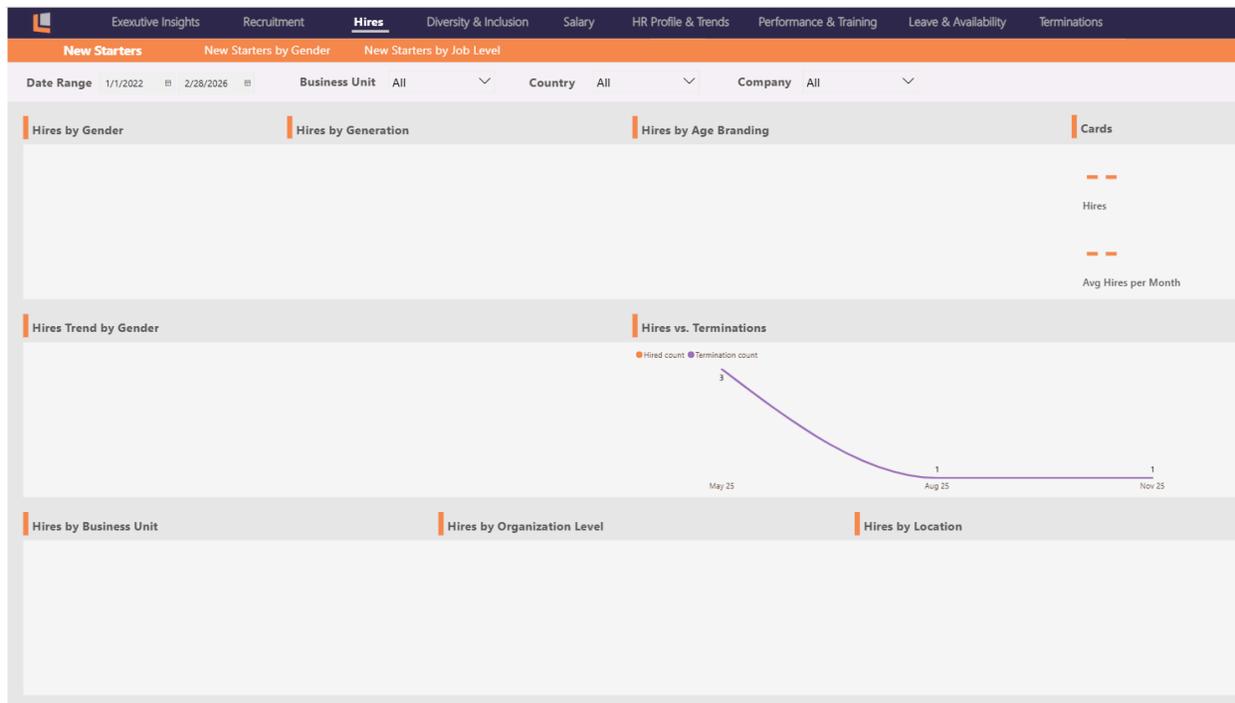
**Hires by Organization Level**

- Distribution by operational / managerial level.

**Hires by Location**

- Location-based hiring analysis.

This dashboard serves as the executive-level hiring summary.



## New Starters by Gender

### Purpose:

Analyzes hires separately for Female and Male employees.

### What the user sees:

Separate sections for:

- Females
- Males

Each section includes:

### Hires by Age Branding

- Age group distribution for each gender.

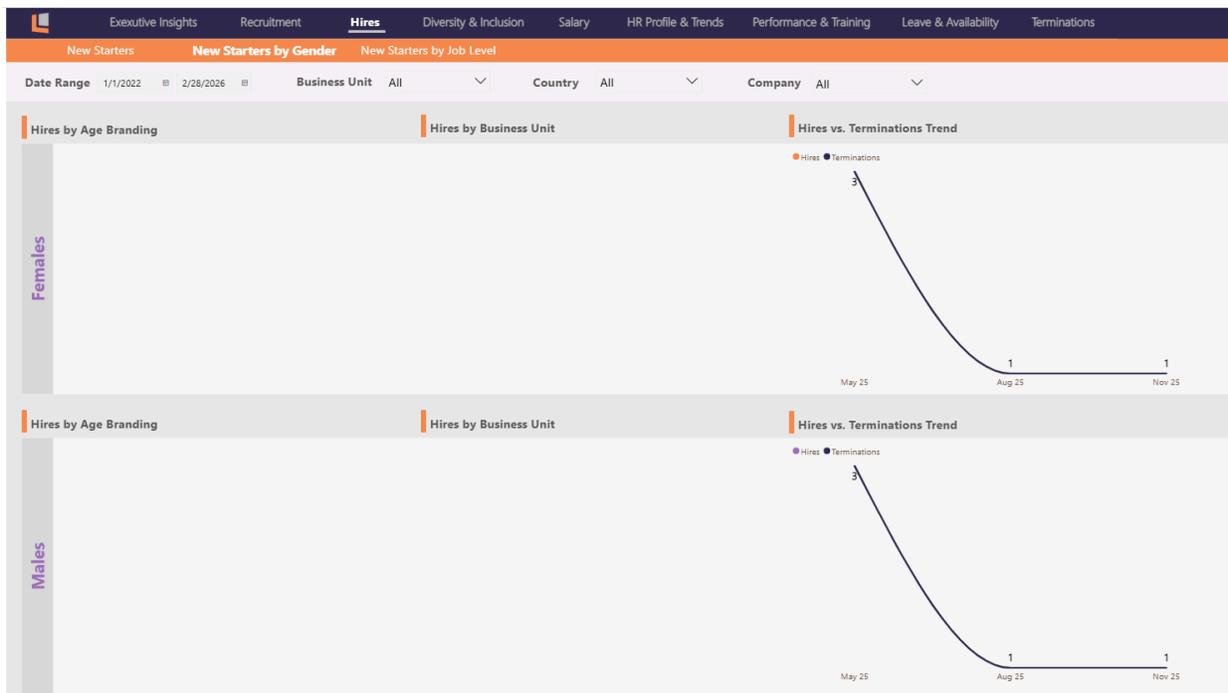
### Hires by Business Unit

- Hiring distribution by organizational area.

### Hires vs. Terminations Trend

- Line chart comparing hires and terminations over time for each gender.

This dashboard supports diversity monitoring and gender-based workforce planning.



## New Starters by Job Level

### Purpose:

Analyzes hiring distribution by job category or employee level.

### What the user sees:

Separate panels for:

- Technicians
- Sales Workers
- First/Mid Officers & Managers

Each panel includes:

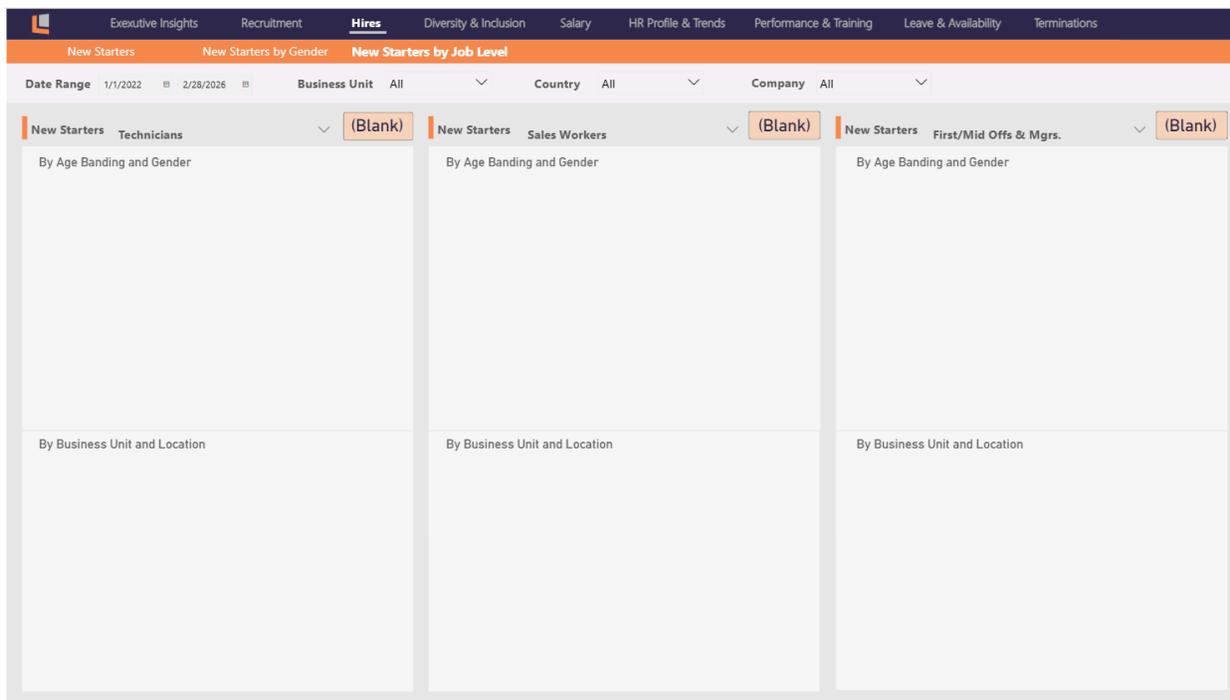
### By Age Banding and Gender

- Demographic breakdown of hires within job level.

### By Business Unit and Location

- Organizational distribution of hires.

This dashboard helps identify where hiring is concentrated across workforce categories.



## Diversity & Inclusion Section

### 1. Overview of the Diversity & Inclusion Section

The **Diversity & Inclusion** section provides analytical insight into workforce diversity composition, leadership representation, demographic distribution, and workforce flow across different employee segments.

This section enables HR and leadership teams to:

- Monitor gender and ethnicity representation
- Track female leadership ratios
- Analyze workforce demographics (age, tenure, generation)
- Evaluate organizational diversity at different hierarchy levels
- Monitor attrition and hiring trends from a diversity perspective
- Review promotion and demotion distribution

All dashboards are interactive and respond to global filters.

### 2. Dashboards within the Diversity & Inclusion Section

The section includes four analytical areas:

- Diversity Analysis
- Demographic Analysis
- Organization Level
- Workforce Flow

## Diversity Analysis

### **Purpose:**

Provides high-level gender and ethnicity diversity indicators.

### **What the user sees:**

#### **% Female Leaders**

- Trend line visualization across selected period.
- Allows monitoring of leadership gender balance.

#### **% Female Leaders by Business Unit**

- Bar chart comparing business units.
- Includes benchmark reference line.

#### **Headcount by Gender & Job Level**

- Donut charts showing:
  - Gender distribution
  - Distribution by job level categories

#### **Gender Diversity by Age Banding / Tenure Banding**

- Toggle between Age and Tenure banding.
- Bar charts comparing Male / Female / No Information across groups.

#### **Gender Diversity by Business Unit**

- Stacked bar chart showing gender distribution per unit.

#### **Gender Diversity by Org Level**

- Percentage-based stacked columns across:

- Sales Workers
- Technicians
- Laborers & Helpers
- First/Mid Officers & Managers
- Exec/Senior Officers & Managers

This dashboard supports diversity monitoring across structural dimensions.



## Demographic Analysis

### Purpose:

Provides demographic and workforce structure analytics.

### What the user sees:

### Demographic KPI Cards

- Headcount
- Hires
- Terminations

### Gender-Based Metrics

Separate breakdown for Female and Male:

- % of Headcount
- Average Tenure
- Average Age
- Average Annual Salary

### **Headcount by Country & FTE Category**

- Stacked bar chart:
  - Regular Full Time
  - Regular Part Time
- Country comparison.

### **Headcount / Hires / Terminations / Attrition Rate Toggle**

- User can switch between metrics.

### **Salary Diversity by Gender / Ethnicity**

- Salary band distribution by gender.
- Allows evaluation of salary representation across pay bands.

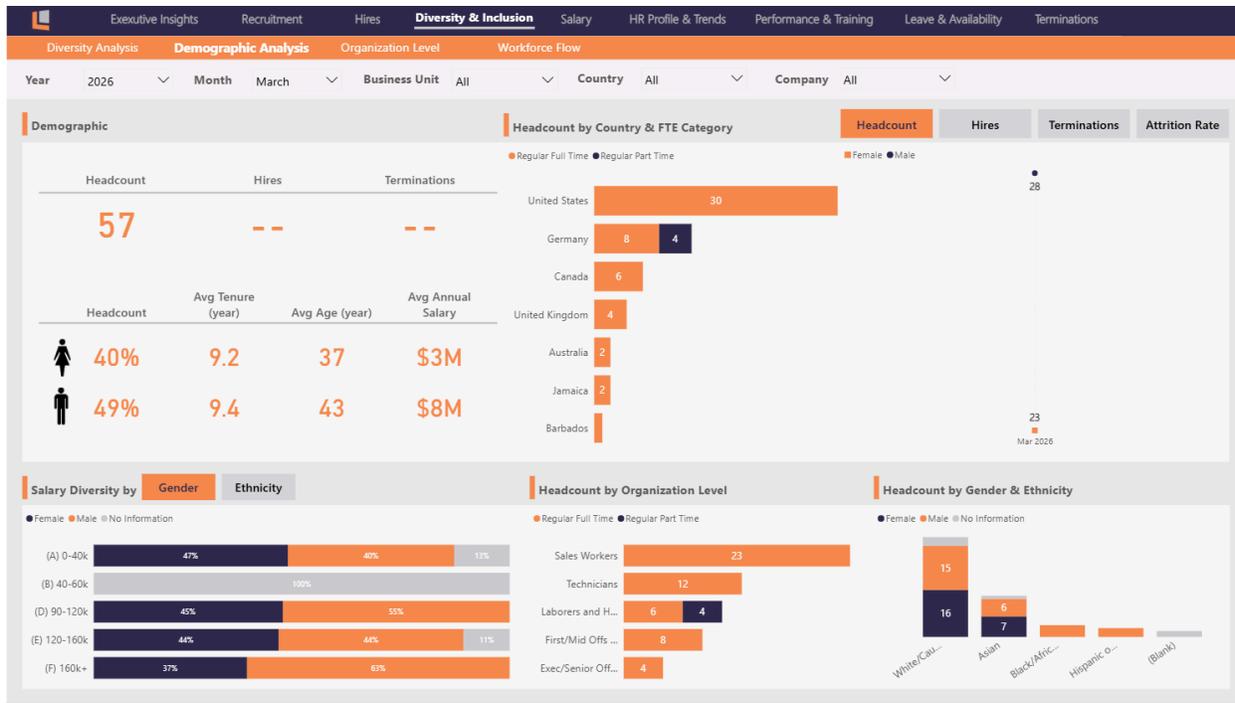
### **Headcount by Organization Level**

- Distribution across job categories.

### **Headcount by Gender & Ethnicity**

- Combined breakdown for diversity intersection analysis.

This dashboard supports structured demographic reporting and pay equity observation.



## Organization Level

### Purpose:

Analyzes diversity distribution across hierarchical levels and workforce segments.

### What the user sees:

#### Hires & Attrition Rate (Rolling 12 Months)

- KPI cards showing:
  - Rolling 12-month hires
  - Rolling 12-month attrition rate

#### Proportion of Employees by Organization Level

- Scatter or dot visualization showing headcount per level.

#### Headcount by Organization Level and Business Unit

- Bar chart distribution across units.

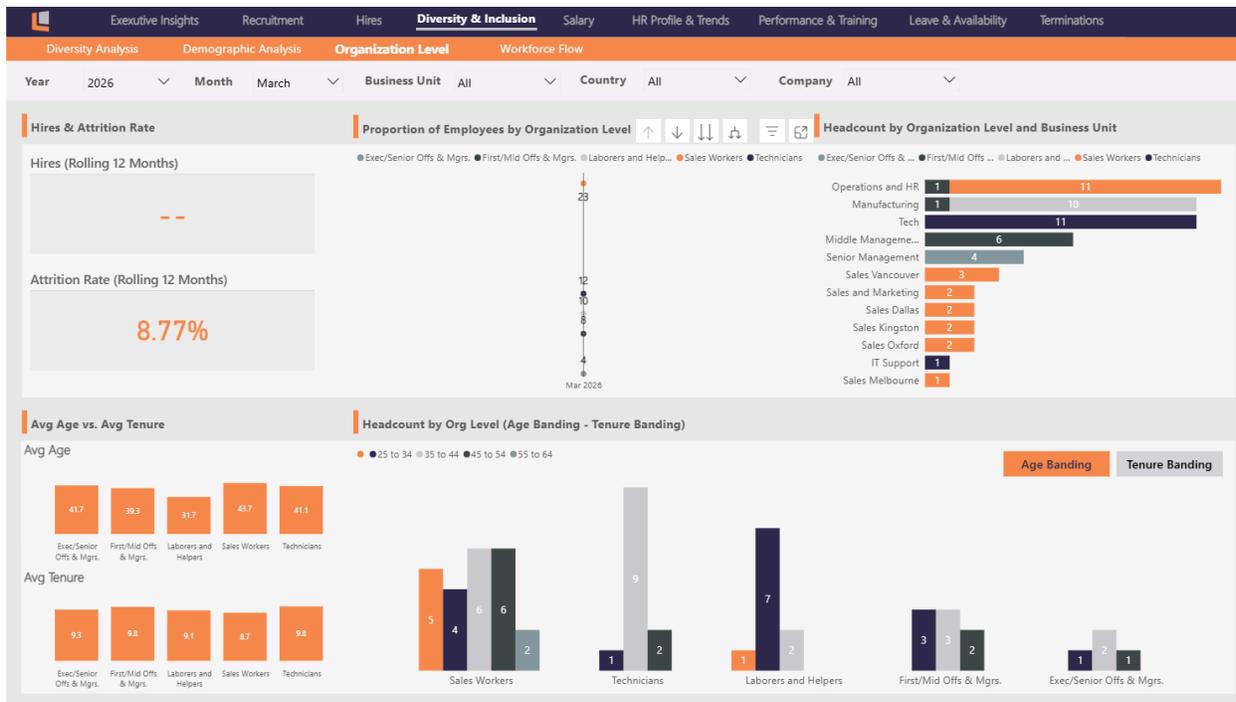
#### Avg Age vs. Avg Tenure

- Comparative visualization by job category.

### Headcount by Org Level (Age Banding / Tenure Banding)

- Toggle between:
  - Age banding
  - Tenure banding
- Shows distribution per job category.

This dashboard supports structural workforce maturity analysis.



### Workforce Flow

#### Purpose:

Analyzes internal movement and workforce dynamics.

#### What the user sees:

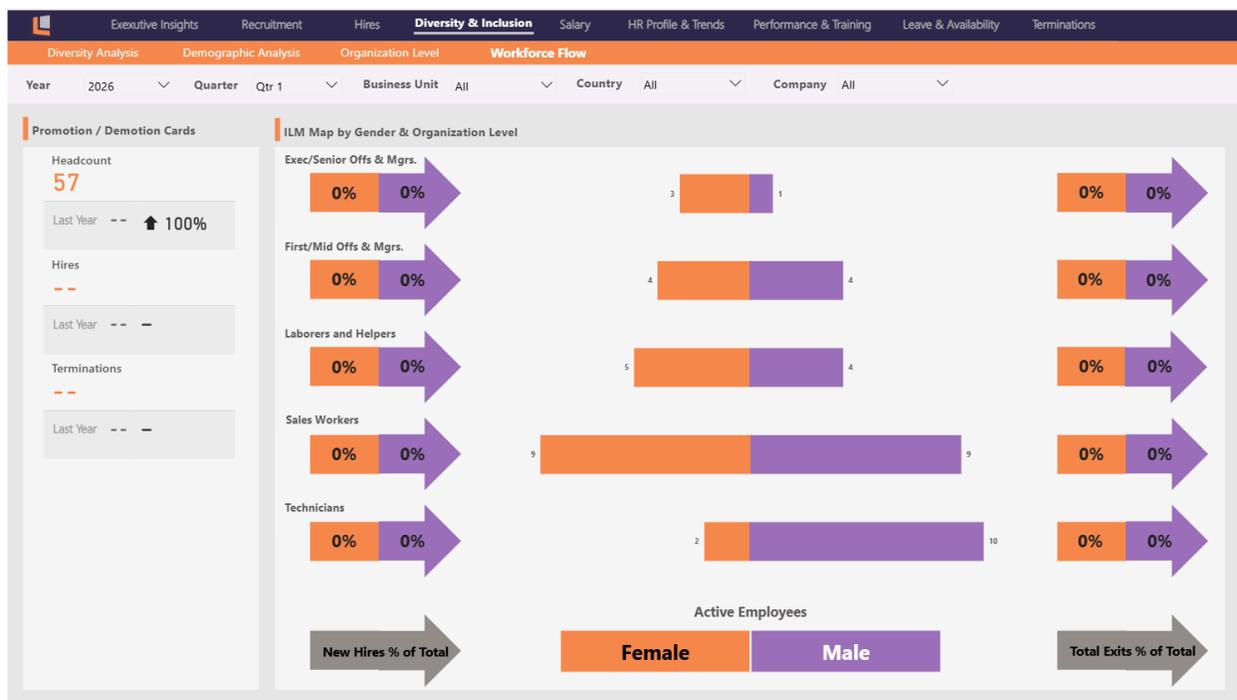
#### Promotion / Demotion Cards

- Headcount
- Hires
- Terminations
- Year-over-year comparison indicators

### ILM Map by Gender & Organization Level

- Visual map showing:
  - New hires % of total
  - Active employees by gender
  - Total exits % of total
- Distribution across:
  - Exec/Senior Officers
  - First/Mid Officers
  - Laborers & Helpers
  - Sales Workers
  - Technicians

This dashboard provides insight into internal labor mobility and diversity movement patterns.



## Salary Section

### 1. Overview of the Salary Section

The **Salary** section provides comprehensive compensation analytics, including salary distribution, total salary cost, pay gap analysis, business unit comparison, correlation insights, and predictive modeling.

This section enables HR and leadership teams to:

- Monitor total salary expenditure
- Analyze average and total salary metrics
- Identify pay gap indicators (index and amount)
- Compare salary distribution by organization level and business unit  
Evaluate gender-based compensation differences
- Perform predictive simulations for pay gap reduction scenarios

All dashboards are interactive and respond dynamically to global filters.

## 2. Dashboards within the Salary Section

The Salary section includes the following analytical pages:

- Salary Analysis (Avg)
- Salary Analysis (Total)
- Pay Gap Index
- Pay Gap Amount
- Pay Gap by Business Unit
- Pay Gap by Org Level
- Correlation & Prediction
- Pay Gap What-if

### Salary Analysis (Avg)

**Purpose:**

Provides insight into average salary metrics across demographic and structural dimensions.

#### Avg. Salary Cards

- Average Annual Salary
- Average Annual Salary (Last Year)
- Average Monthly Salary
- Average Monthly Salary (Last Year)

#### Avg. Salary by Age Range and Gender

- Separate breakdown for Female and Male.
- Age bands (e.g., 25–34, 35–44, 45–54, 55–64).

#### Avg. Salary by Organization Level

- Comparison across:
  - Technicians
  - Sales Workers

- Exec/Senior Officers & Managers
- First/Mid Officers & Managers
- Laborers & Helpers

**Avg. Salary by Location**

- Salary comparison across office locations.

**Avg. Salary Trend**

- Monthly line chart showing salary development over time.

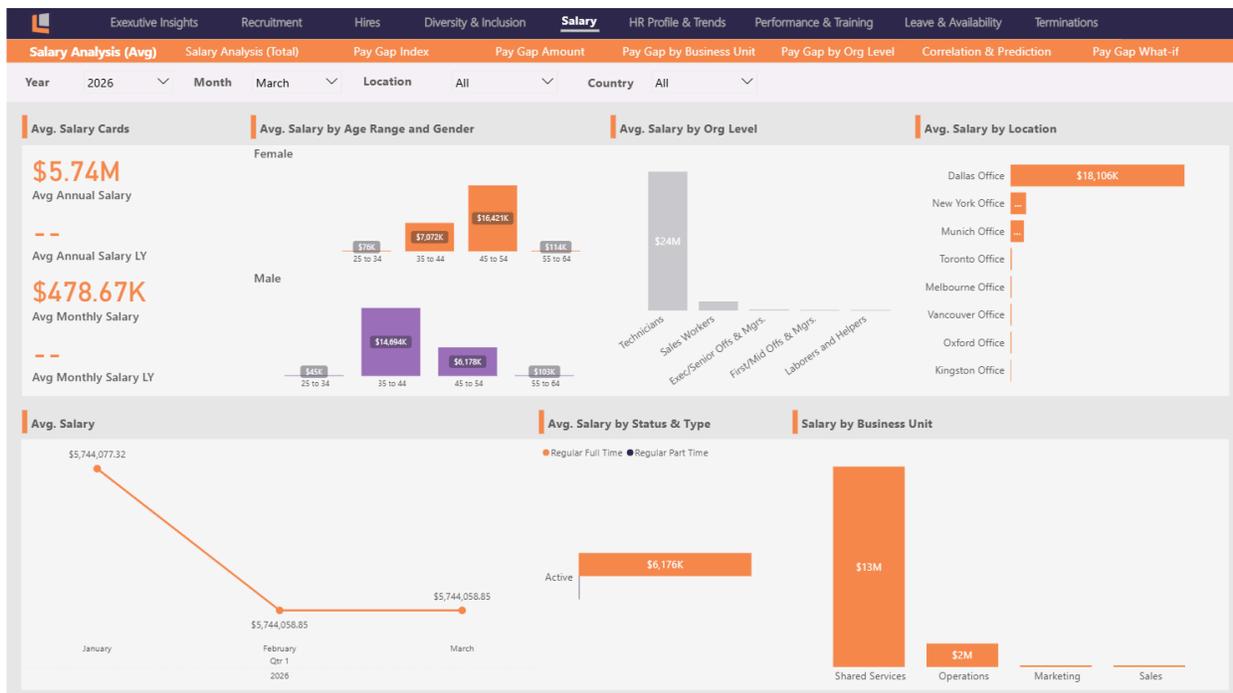
**Avg. Salary by Status & Type**

- Active employees.
- Regular Full Time vs Regular Part Time.

**Salary by Business Unit**

- Average salary cost comparison across business units.

This page supports monitoring of compensation structure and trends.



**Salary Analysis (Total)**

**Purpose:**

Displays total salary cost and financial distribution across organizational dimensions.

**Total Salary Cards**

- Total Annual Salary
- Total Annual Salary (Last Year)
- Total Monthly Salary
- Total Monthly Salary (Last Year)

**Total Salary by Month**

- Trend visualization across months.

**Total Salary by Business Unit**

- Financial distribution by unit.

**Total Salary by Organization Level**

- Cost concentration by workforce segment.

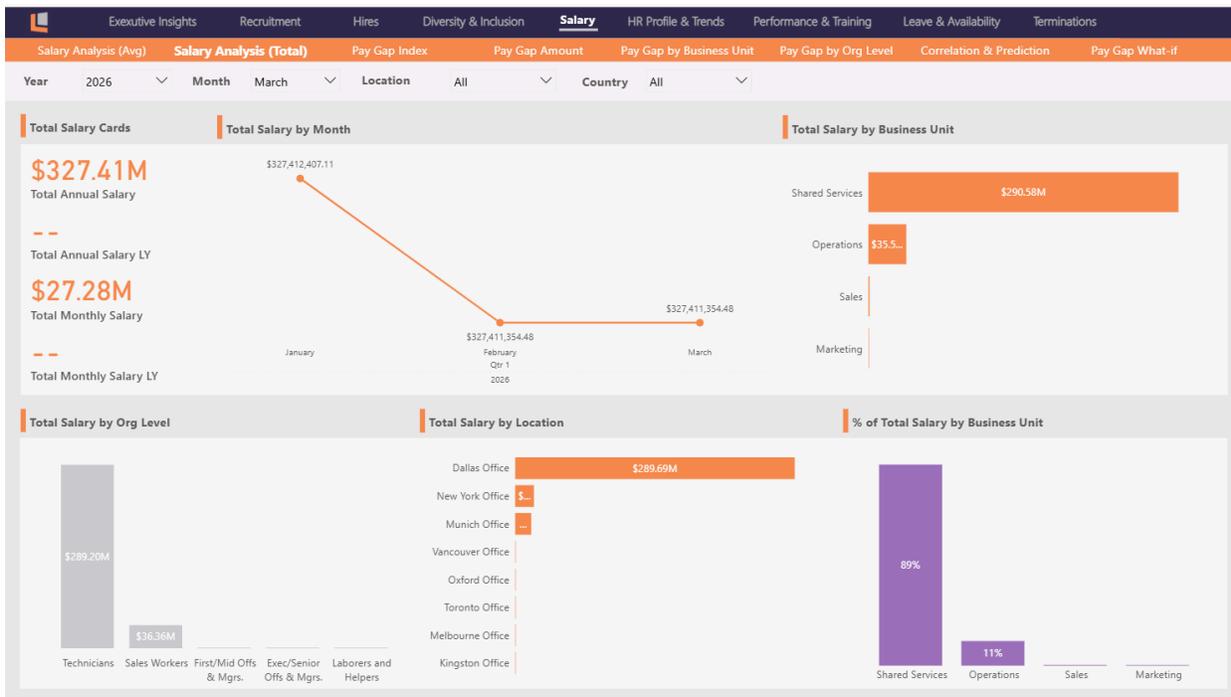
**Total Salary by Location**

- Geographic cost comparison.

**% of Total Salary by Business Unit**

- Percentage share visualization.

This page supports financial workforce planning and budgeting.



## Pay Gap Index

### Purpose:

Measures the relative pay gap between Male and Female employees using index-based calculations.

### Pay Gap Cards

- Pay Gap Index (Median)
- Median Annual Salary (Overall)
- Median Annual Salary (Male)
- Median Annual Salary (Female)

### Pay Gap Index Trend

- Time-based line chart.

### Pay Gap Index by Business Unit

- Percentage gap by unit.

### Pay Gap Index by Org Level

- Comparison across job categories.

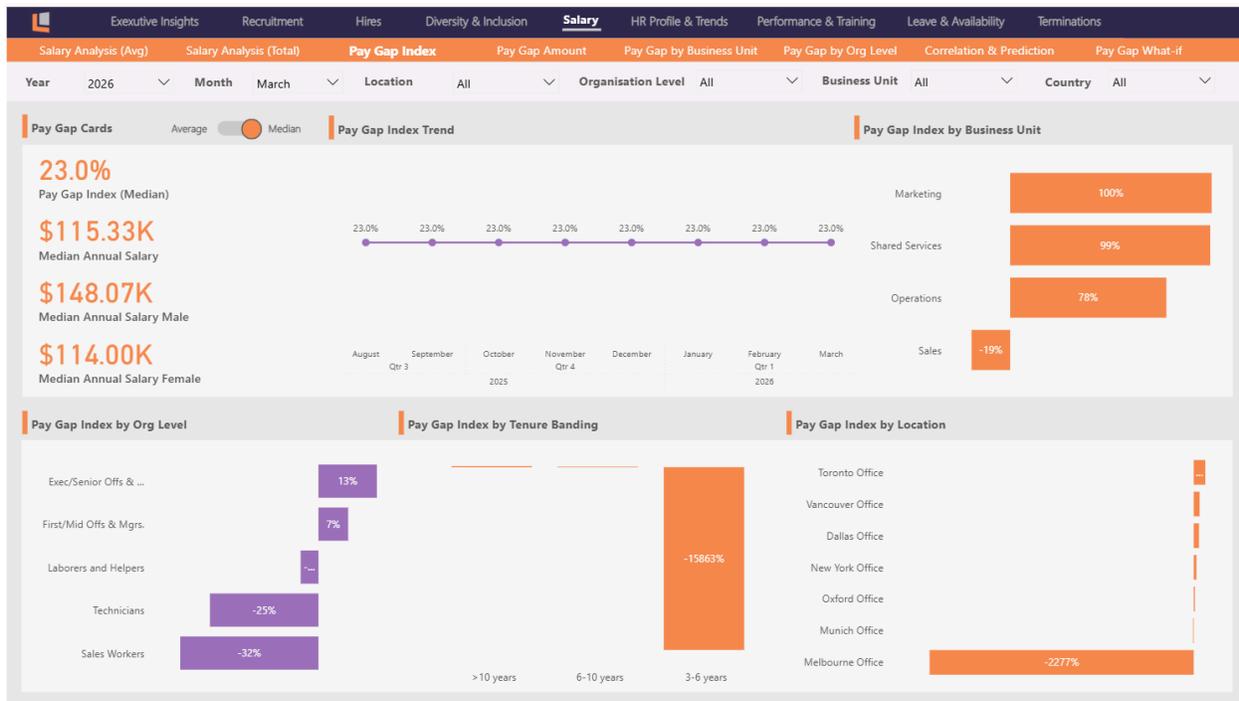
### Pay Gap Index by Tenure Banding

- Pay gap segmented by years of service.

### Pay Gap Index by Location

- Geographic gap comparison.

This dashboard supports high-level pay equity monitoring.



### Pay Gap Amount

**Purpose:**

Shows the absolute financial value of the gender pay gap.

### Pay Gap Cards

- Pay Gap Amount
- Average Annual Salary
- Avg Annual Salary (Male)
- Avg Annual Salary (Female)

### Gender Pay Gap by Month

- Monthly development trend.

### Gender Pay Gap by Org Level

- Financial gap distribution by job category.

### Gender Pay Gap by Age Banding

- Gap segmented by age groups.

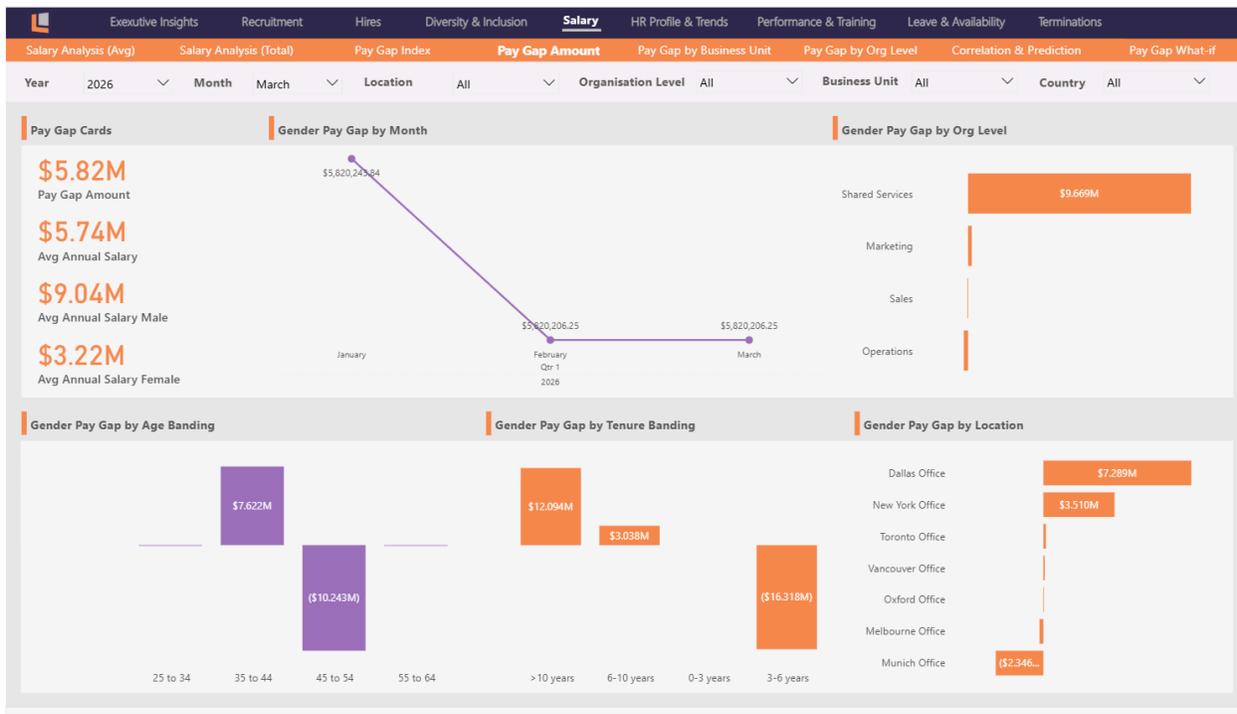
### Gender Pay Gap by Tenure Banding

- Gap segmented by service years.

### Gender Pay Gap by Location

- Financial gap across offices.

This page quantifies the monetary impact of pay inequality.



### Pay Gap by Business Unit

**Purpose:**

Analyzes pay gap distribution at the business unit level.

### Pay Gap Index by Business Unit

- Relative percentage index.

### Pay Gap by Business Unit

- Absolute monetary gap.

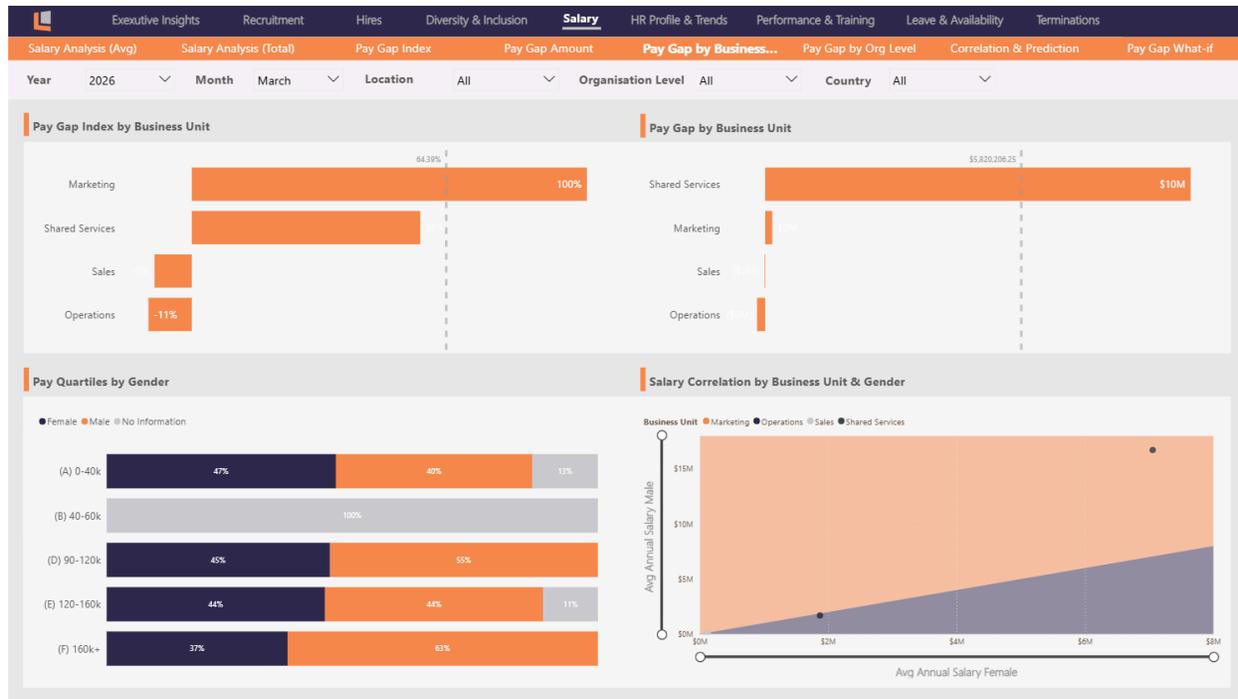
### Pay Quartiles by Gender

- Salary band distribution comparison (0–40k, 40–60k, 90–120k, 120–160k, 160k+).

### Salary Correlation by Business Unit & Gender

- Scatter plot visualization:
  - Avg Annual Salary Female (X-axis)
  - Avg Annual Salary Male (Y-axis)

This page supports detailed unit-level pay equity review.



### Pay Gap by Org Level

**Purpose:**

Analyzes pay gap distribution by organization level.

### Avg Annual Salary % of Total by Gender & Org Level

- Percentage-based comparison.

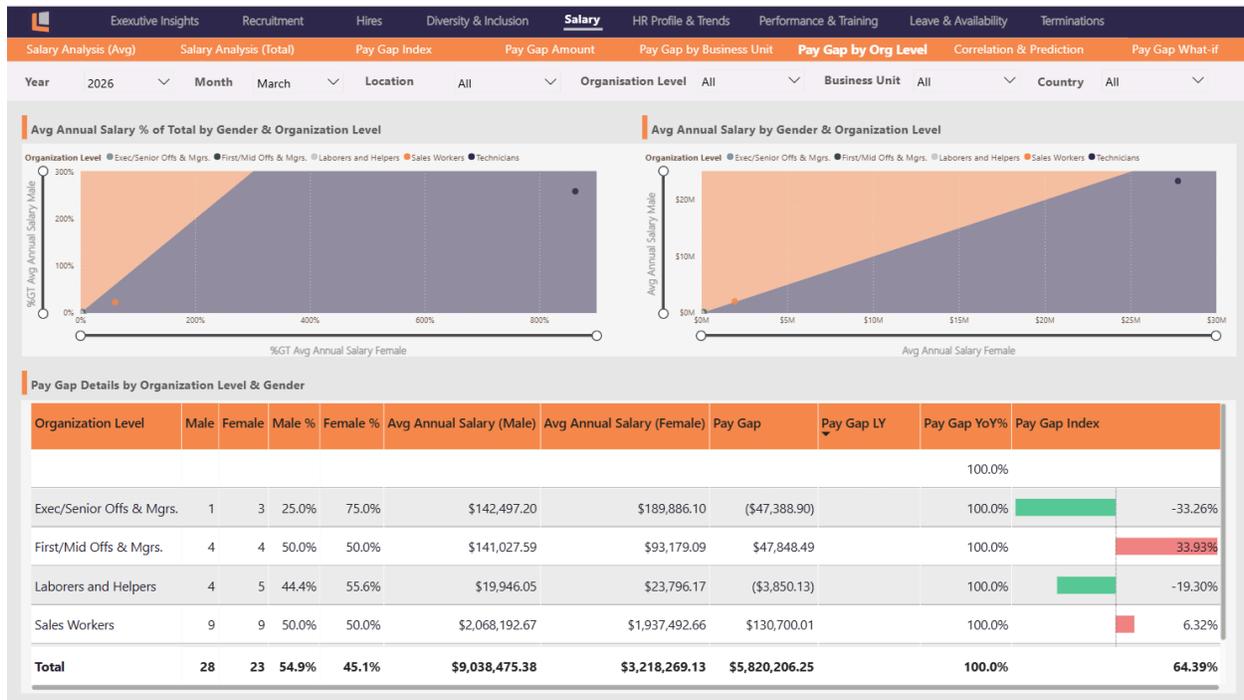
### Avg Annual Salary by Gender & Org Level

- Absolute salary comparison.

### Pay Gap Details Table

- Organization Level
- Male count
- Female count
- Male %
- Female %
- Avg Annual Salary (Male)
- Avg Annual Salary (Female)
- Pay Gap
- Pay Gap LY
- Pay Gap YoY%
- Pay Gap Index

This page provides detailed audit-level transparency.



## Correlation & Prediction

### Purpose:

Provides analytical correlation between salary, tenure, and gender, and forecasts pay gap trends.

### Annual Salary Distribution by Gender

- Salary band headcount distribution.

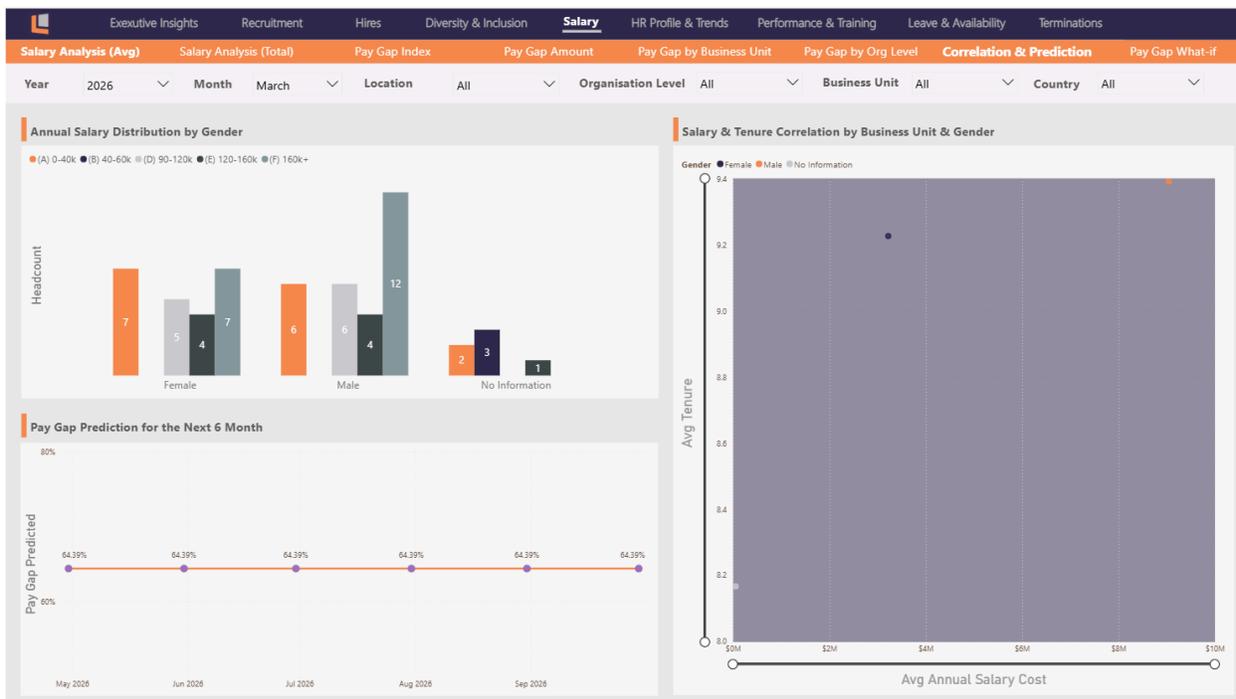
### Salary & Tenure Correlation

- Scatter plot:
  - Avg Annual Salary Cost (X-axis)
  - Avg Tenure (Y-axis)
  - Segmented by business unit and gender.

### Pay Gap Prediction for Next 6 Months

- Forecasted pay gap line trend.

This page supports analytical and predictive insight.



### Pay Gap What-if

**Purpose:**

Simulates future pay gap scenarios based on projected salary growth rates.

**Current Status at End of Year**

- Pay Gap Index
- Pay Gap Amount
- Avg Annual Salary Female
- Avg Annual Salary Male

**Current Status & Next Years Predictions**

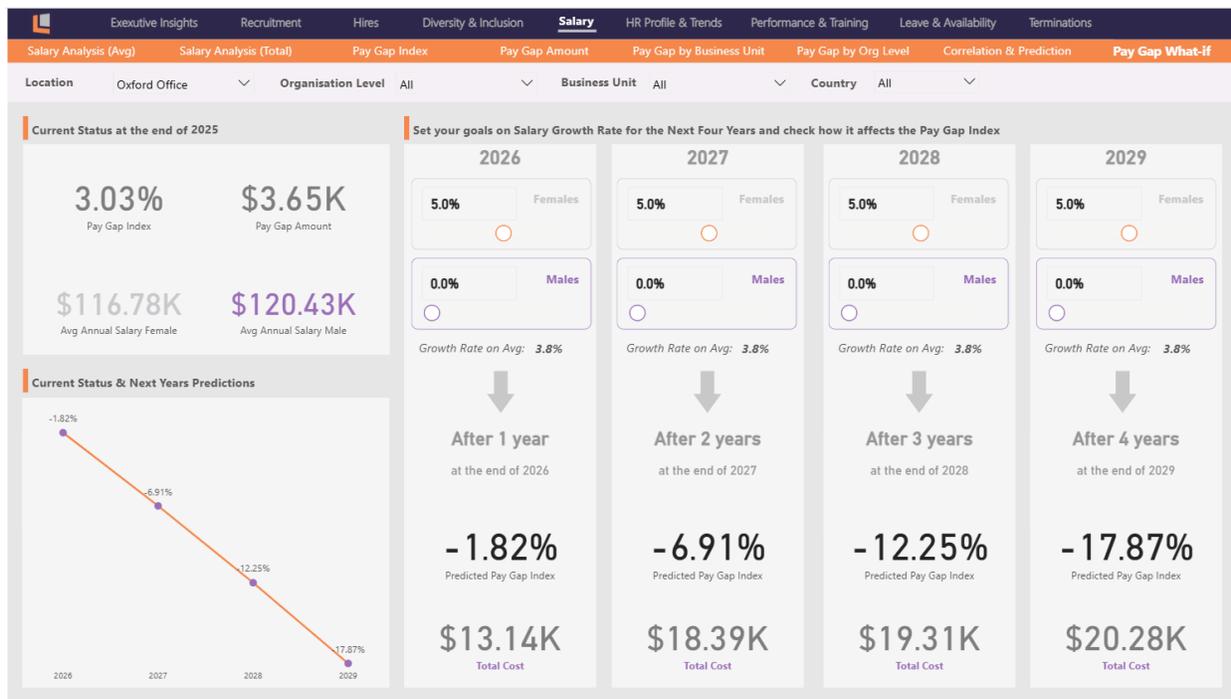
- Trend visualization.

**Growth Rate Configuration (4-Year Simulation)**

For each year:

- Female growth rate input
- Male growth rate input
- Projected Pay Gap Index
- Projected Total Cost

This interactive simulation supports strategic compensation planning.



**HR Profile & Trends Section**

## 1. Overview of the HR Profile & Trends Section

The **HR Profile & Trends** section provides detailed workforce composition analytics and employee-level insights. It enables HR teams and leadership to monitor:

- Workforce structure and demographics
- Individual employee profiles
- Historical headcount trends
- Attrition and movement analysis
- Span of control and managerial distribution
- Department-level reporting

All dashboards are interactive and respond dynamically to selected filters such as Year, Month, Business Unit, Country, and Company.

## 2. Dashboards within HR Profile & Trends

The section includes the following analytical pages:

- Headcount
- Employee Profile
- Historical & Trends
- Span of Control
- Departmental Dashboards

### Headcount

#### **Purpose:**

Provides a snapshot of the current workforce structure and demographic distribution.

#### **Headcount by Gender**

- Donut chart showing distribution of:
  - Female
  - Male
  - No Information

#### **Headcount by Age Range**

- Bar chart by age band:
  - 25–34
  - 35–44

- 45–54
- 55–64

### **Headcount Trend Over the Past Year**

- Monthly line chart showing total headcount movement.

### **Headcount by Tenure Banding**

- Distribution by service length:
  - 0–3 years
  - 3–6 years
  - 6–10 years
  - 10 years

### **Headcount by Business Unit**

- Comparison across business units.

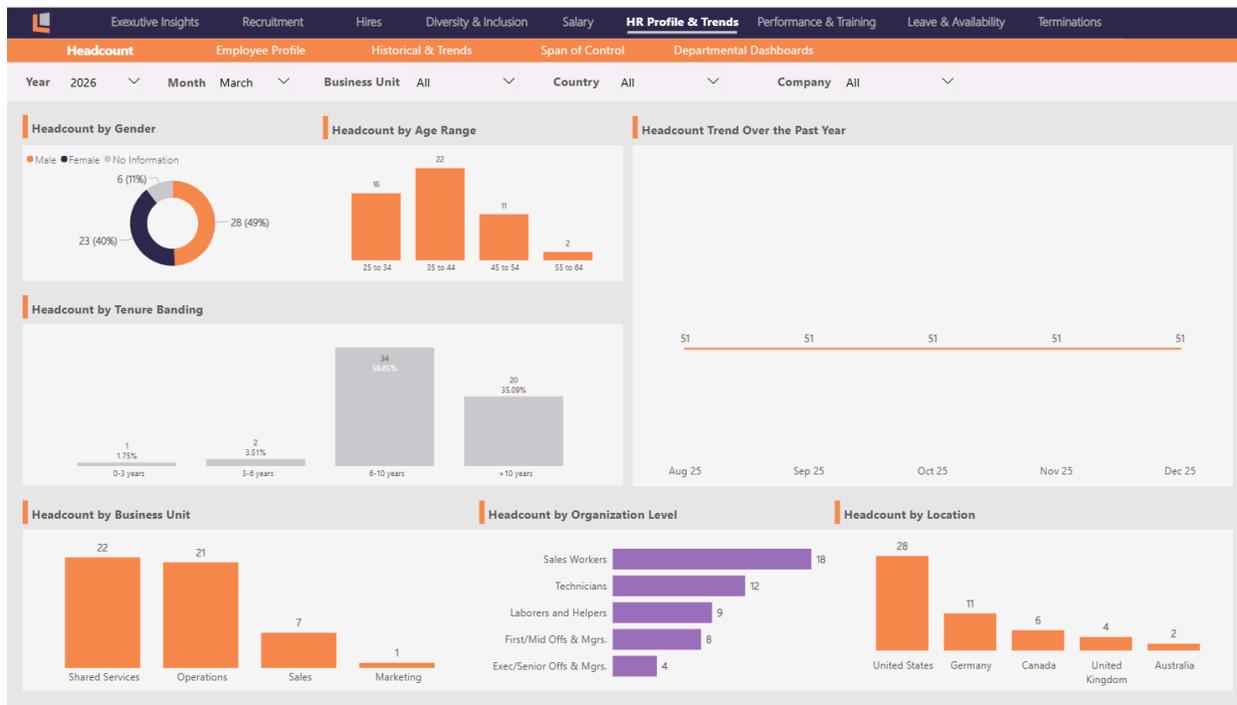
### **Headcount by Organization Level**

- Distribution across job categories:
  - Sales Workers
  - Technicians
  - Laborers and Helpers
  - First/Mid Officers & Managers
  - Exec/Senior Officers & Managers

### **Headcount by Location**

- Workforce distribution by country or office.

This dashboard supports workforce planning and structural analysis.



## Employee Profile

### Purpose:

Provides a detailed employee-level analytical view.

### Personal Information Panel

- Employee Name
- Activity Status
- Date of Birth
- Education
- Ethnicity
- Hire Date
- Termination Date (if applicable)

### Position & Financial Information

- Location
- Business Unit
- Organization Level
- Department
- Job Role
- Annual Salary Cost

### Cards

- Last Performance Rating
- Annual Leave Liability

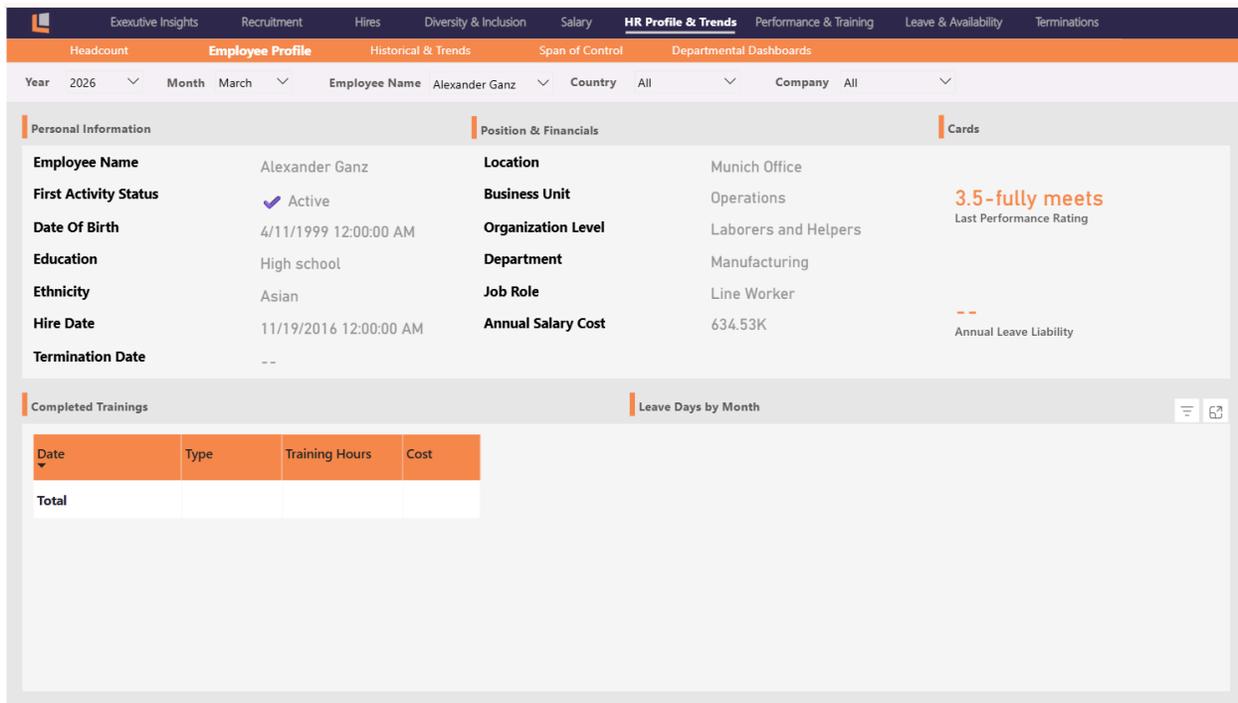
### Completed Trainings

- Table with:
  - Date
  - Training Type
  - Training Hours
  - Cost

### Leave Days by Month

- Monthly leave tracking visualization.

This page allows HR to combine demographic, compensation, and performance data at individual level.



### Historical & Trends

#### Purpose:

Provides historical workforce analysis and movement tracking.

**Headcount by Gender**

- Stacked visualization of gender distribution for selected year.

**Headcount by Month**

- Monthly headcount comparison (multi-year if applicable).

**Headcount Movement**

- Increase
- Decrease
- Total headcount
- Waterfall-style visualization showing workforce changes.

**Terminations by Gender**

- Distribution of leavers by gender.

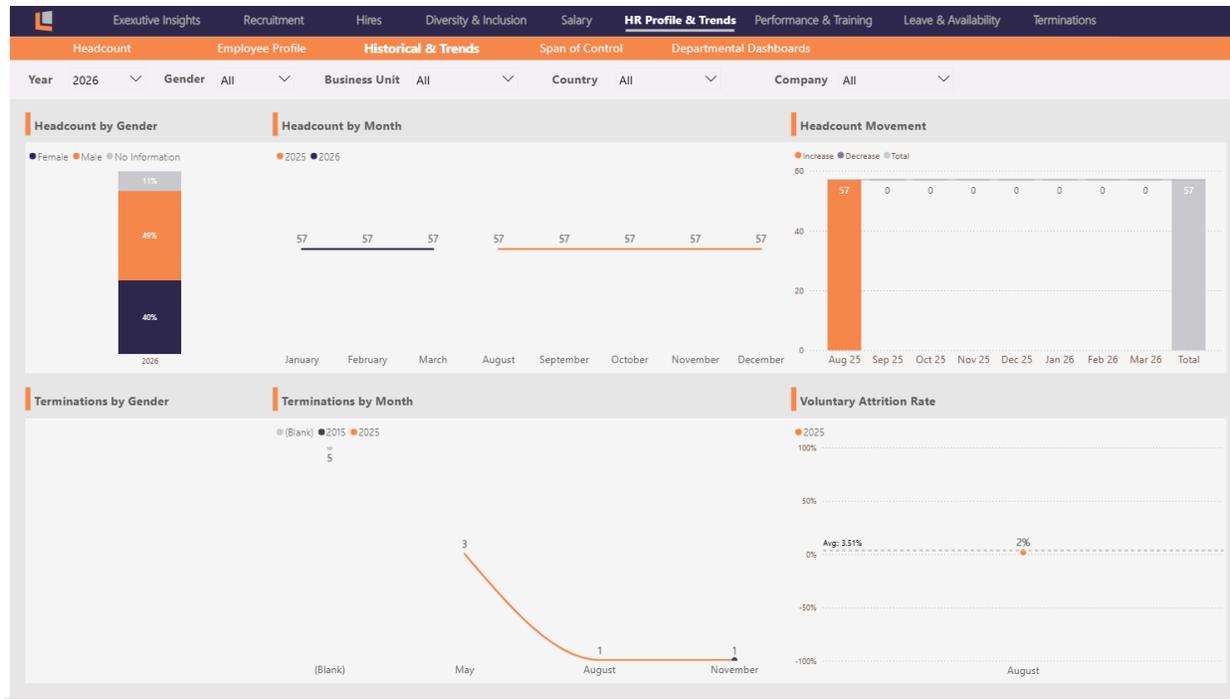
**Terminations by Month**

- Monthly termination trend.

**Voluntary Attrition Rate**

- Percentage of voluntary exits.
- Average attrition indicator.

This dashboard supports turnover analysis and workforce stability monitoring.



## Span of Control

### Purpose:

Provides analysis of managerial structure and reporting ratios.

### What is Span of Control?

**Span of Control (SoC)** represents the average number of employees reporting to one manager.

It is calculated as:

$$\text{Total Employees} \div \text{Total Managers}$$

A higher span of control indicates fewer managers per employee (wider structure), while a lower span indicates more managerial layers (narrower structure).

This metric helps assess:

- Organizational efficiency
- Management workload
- Hierarchy depth
- Leadership structure balance

### **SOC Comparison by Date and Org Level**

- Trend comparison across months and organization levels.

### **SOC by Location**

- Span of control per office location.

### **SOC Cards**

- Overall Span of Control
- Headcount
- Office Leaders count

### **Number of Managers by Org Level**

- Manager distribution by job category.

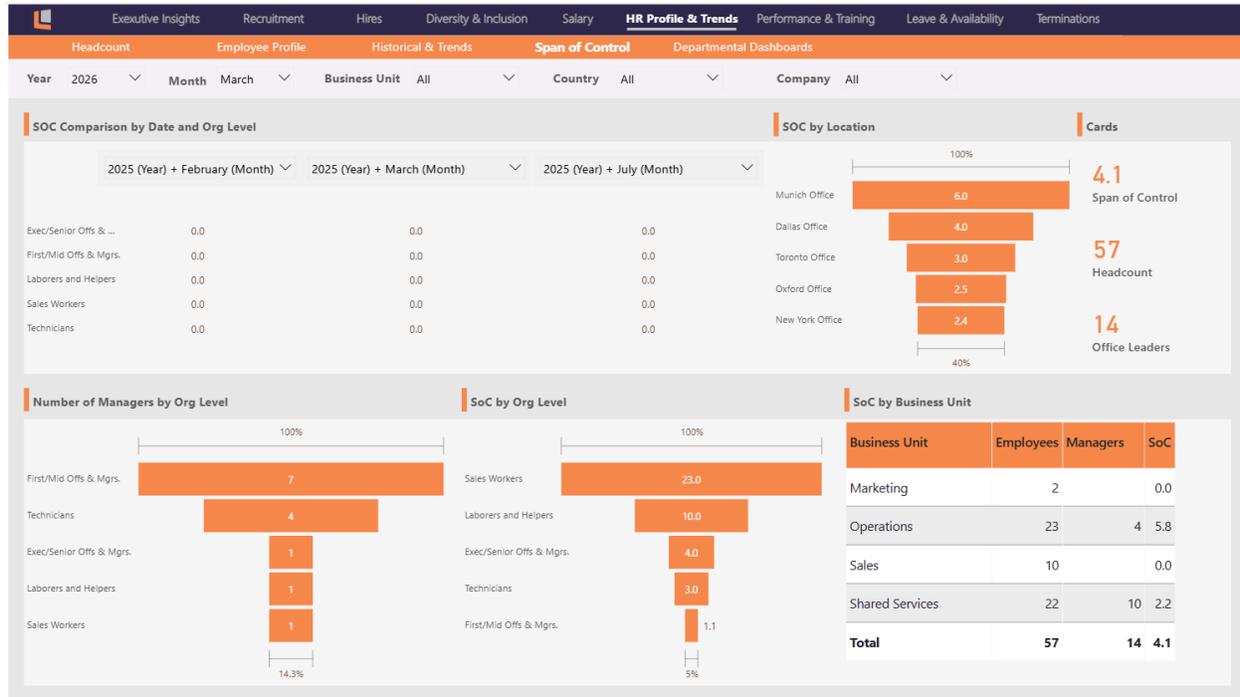
### **SOC by Org Level**

- Ratio of employees per manager per level.

### **SOC by Business Unit**

- Table including:
  - Business Unit
  - Employees
  - Managers
  - Span of Control ratio

This page supports organizational design and leadership capacity planning.



## Departmental Dashboards

### Purpose:

Provides flexible, department-specific reporting.

### How It Works

Users first select filters using the left-hand **Filter Panel**, including:

#### Business Filters

- Business Unit
- Employment Status
- Organization Level
- Job Title
- Salary Range
- Cost Centre

#### Management Filters

- Manager Level 1–6 hierarchy

#### Demography Filters

- Gender

- Location
- Education Degree
- Age Banding
- Generation
- Tenure Banding

After applying filters, users select reports from the **Navigation Panel** on the right-hand side, including:

- Salary
- Leave
- Absenteeism
- Termination
- New Starters

This allows targeted analysis for specific organizational segments.

The screenshot displays the HR Profile & Trends dashboard interface. At the top, there is a navigation bar with tabs for Executive Insights, Recruitment, Hires, Diversity & Inclusion, Salary, HR Profile & Trends (selected), Performance & Training, Leave & Availability, and Terminations. Below this is a secondary navigation bar with tabs for Headcount, Employee Profile, Historical & Trends, Span of Control, and Departmental Dashboards. A message box states: "First select your filters using the below filter panel, then use the right-hand navigation panel to see the reports based on your selections." The main area is divided into two panels. The **Filter Panel** on the left is organized into three columns: **Business**, **Management**, and **Demography**. Each column contains several dropdown menus for filtering data. The **Navigation Panel** on the right contains five report selection buttons: Salary, Leave, Absenteeism, Termination, and New Starters. A large black arrow points from the Filter Panel towards the Navigation Panel, indicating the flow of user interaction.

## Performance & Training Section

### 1. Overview of the Performance & Training Section

The **Performance & Training** section provides analytical insight into employee performance outcomes and learning activities. It enables HR and leadership to:

- Analyze performance rating distribution
- Identify high and low performers
- Monitor performance trends across job levels and business units
- Evaluate talent positioning using the Nine Box Grid
- Track training costs and participation
- Monitor training hours and learning investment trends

All dashboards are interactive and respond dynamically to global filters such as Year, Month, Business Unit, Country, and Company.

## 2. Dashboards within Performance & Training

The section includes the following analytical pages:

- Performance Rating
- Nine Box Performance Grid
- Training Analysis

### Performance Rating

**Purpose:**

Provides a structured overview of employee performance ratings across the organization.

### Performance by Job Level

- 100% stacked bar chart showing rating distribution across:
  - Sales Workers
  - Technicians
  - Laborers and Helpers
  - First/Mid Officers & Managers
  - Exec/Senior Officers & Managers

Rating categories include:

- 0 – New in Job
- 1 – Below Expectations
- 2 – Barely Meets
- 3.5 – Fully Meets
- 3.75 – Meets with Intermittent Exceeds
- 3 – Meets with Improvement
- 4 – Fully Exceeds

This visualization allows comparison of performance distribution across organizational hierarchy.

### **Performance by Gender**

- Stacked bar chart showing rating distribution by:
  - Female
  - Male
  - No Information

This helps identify potential rating bias patterns or demographic differences.

### **Performance by Business Unit**

- 100% stacked bars comparing rating distribution across business units.

Supports:

- Performance benchmarking
- Identification of high- and low-performing units

### **Performance by Age Banding / Tenure Banding**

- Toggle between:
  - Age grouping
  - Tenure grouping

Heatmap-style matrix showing rating distribution across selected banding.

This enables evaluation of:

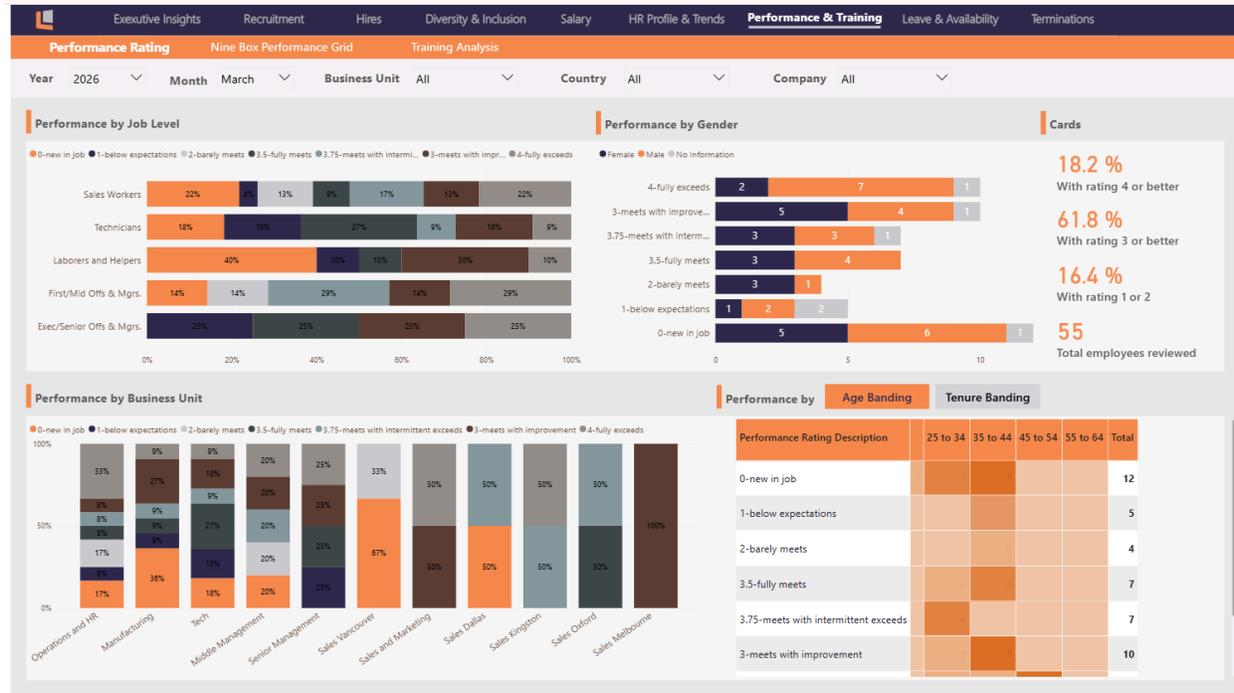
- Early-career performance patterns
- Senior workforce contribution trends

### **Performance Cards**

Summary indicators including:

- % of employees with rating 4 or better
- % of employees with rating 3 or better
- % of employees with rating 1 or 2
- Total employees reviewed

These provide quick executive-level insight.



## Nine Box Performance Grid

### Purpose:

Supports talent assessment by combining performance results with employee potential.

### What is the Nine Box Grid?

The Nine Box Grid maps employees across two dimensions:

- Horizontal Axis: Performance
- Vertical Axis: Potential

It classifies employees into categories such as:

- Star (High Performance / High Potential)
- Emerging Star
- Solid Contributor
- Developer
- Contributor
- Reliable Professional
- Actionable
- Learner
- High Performers / Moderators / Low Performers (summary categories)

Each box displays:

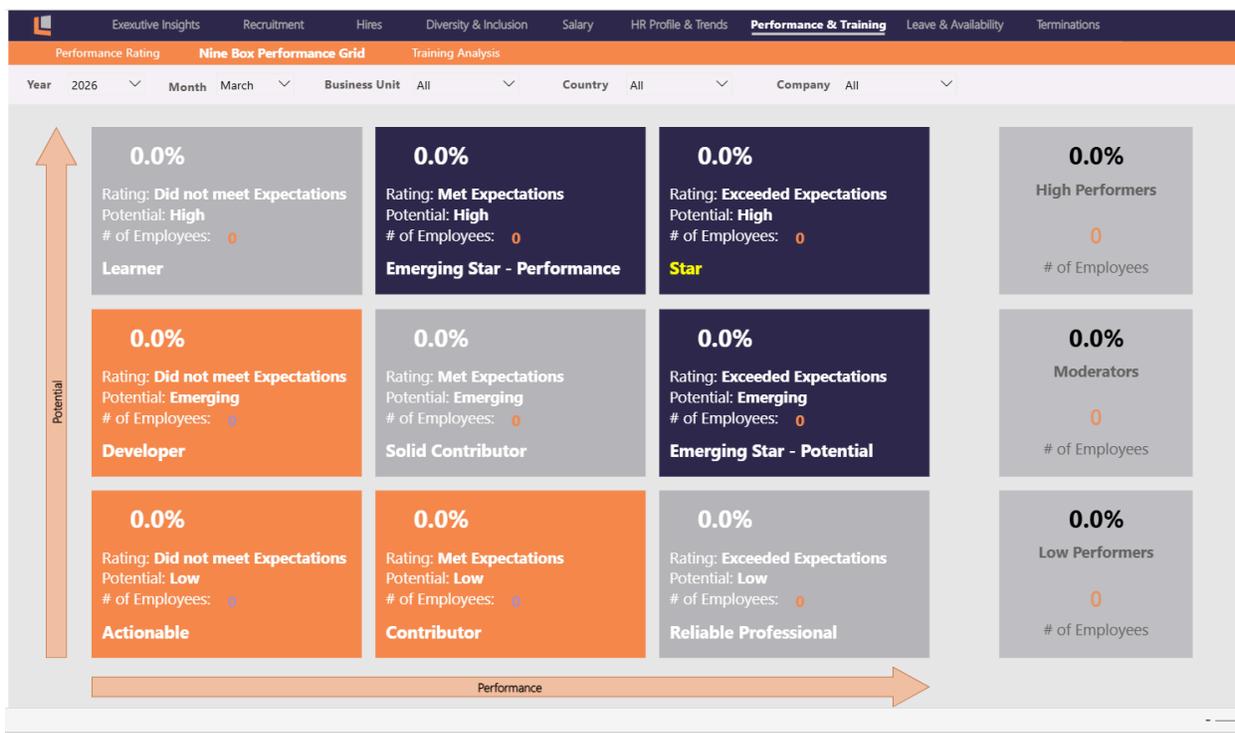
- Percentage of employees
- Rating description
- Potential level
- Number of employees in category

Side summary cards show:

- High Performers
- Moderators
- Low Performers

This dashboard supports:

- Succession planning
- Leadership pipeline identification
- Talent risk detection
- Development prioritization



## Training Analysis

### Purpose:

Provides detailed insights into training investment, participation, and learning hours.

### **Training Costs**

- Bar chart showing cost split between:
  - Internal training
  - External training

Supports budget monitoring.

### **Completed Programs**

- Count of:
  - Internal programs
  - External programs

Helps track learning activity volume.

### **Participants by Training Type**

- Donut chart showing:
  - Internal participants
  - External participants

Enables participation analysis by training category.

### **Training Cost Difference from Last Year**

- Monthly comparison chart showing:
  - Increase or decrease in cost vs previous year
  - Highlighted positive/negative variance

Supports budget variance analysis.

### **Training Hours by Month**

- Monthly bar chart showing total training hours.

Supports:

- Seasonal training planning
- Learning activity tracking

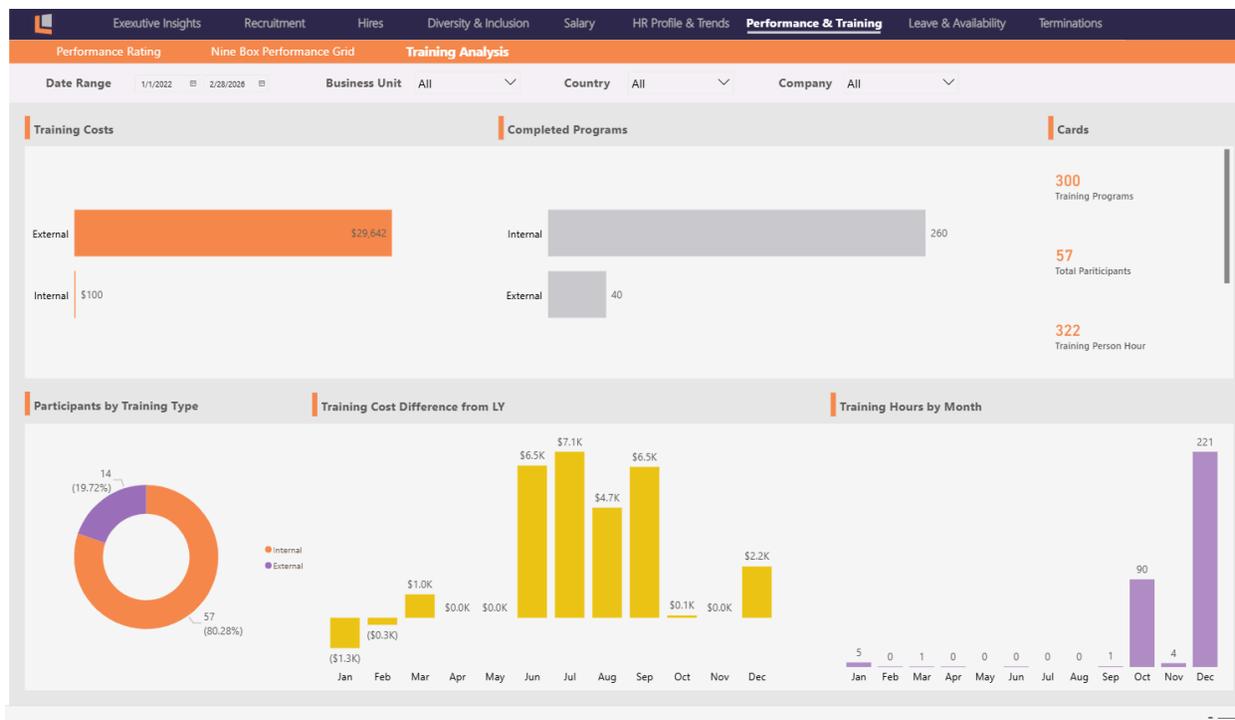
### **Training Summary Cards**

Key indicators:

- Total Training Programs

- Total Participants
- Total Training Person Hours

These provide a high-level overview of learning activity.



## Leave & Availability Section

### 1. Overview of the Leave & Availability Section

The **Leave & Availability** section provides analytical insight into employee absence, leave utilization, availability levels, and related financial impact. It enables HR teams and managers to:

- Monitor leave utilization trends
- Track remaining leave balances and financial liability
- Analyze absenteeism patterns
- Evaluate workforce availability levels
- Identify absence trends by business unit, demographic group, or time period

All dashboards are interactive and respond dynamically to global filters such as **Year, Month, Business Unit, Country, and Company**.

## 2. Dashboards within Leave & Availability

The section includes the following analytical pages:

- Leave Taken
- Leave Liability
- Absenteeism
- Availability

### Leave Taken

#### **Purpose:**

Provides an overview of leave utilization patterns across the organization.

#### **Summary Cards**

Displays key leave metrics such as:

- **Average Total Leave Days**
- **Annual Leave Balance**
- **Annual Leave Liability**

These indicators provide a quick overview of leave usage and remaining obligations.

#### **Average Days on Leave by Business Unit**

Bar chart showing the average number of leave days taken across different business units. This helps identify departments with higher leave usage patterns.

#### **Leave Taken Days by Category**

Visualization showing leave distribution by leave type, such as:

- Annual Leave
- Sick Leave
- Other absence categories

This helps HR understand which types of leave are most frequently used.

#### **Average Days on Leave by Age Range**

Shows how leave usage varies across age groups.

This supports workforce planning and helps identify demographic patterns in leave behavior.

### **Total Leave Days Trend**

Monthly trend visualization showing total leave days taken across the year.

The chart compares:

- Selected Year
- Previous Year
- Difference between periods

This helps HR track seasonal leave patterns and year-over-year changes.

### **Average Cost of Remaining Annual Leave by Business Unit**

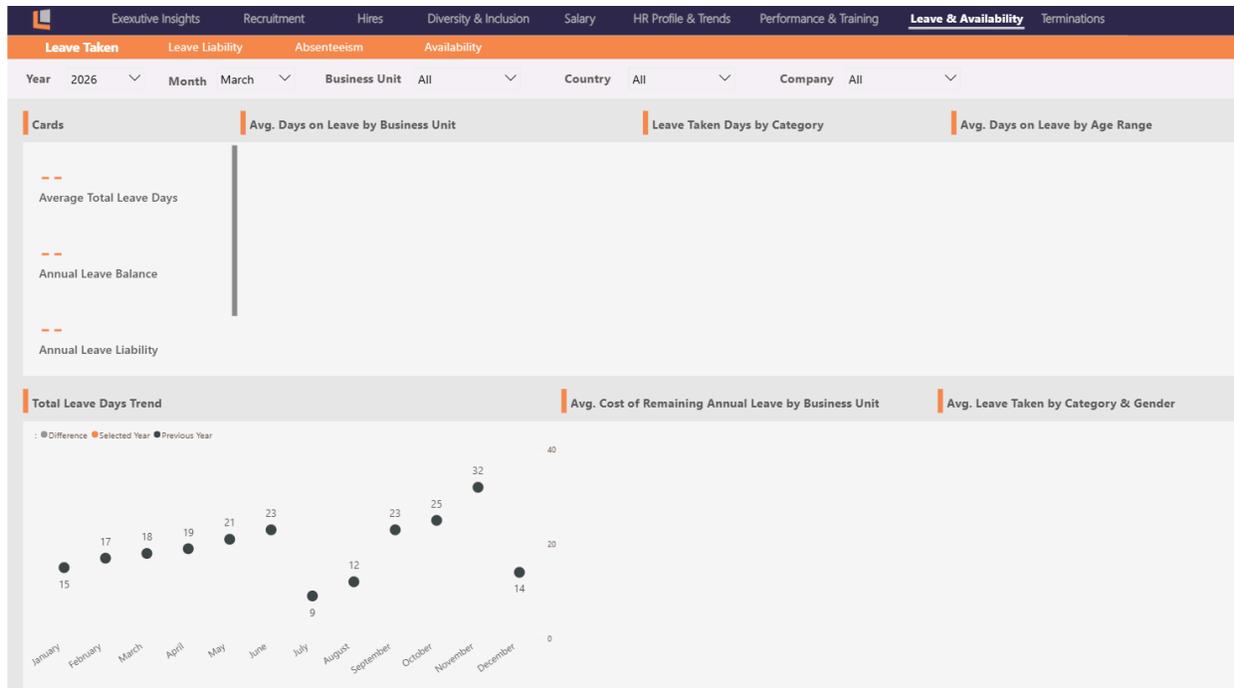
Displays the estimated financial cost associated with unused leave balances across business units.

This provides insight into potential financial obligations if unused leave is paid out.

### **Average Leave Taken by Category and Gender**

Shows how different leave categories are used across gender groups.

This supports diversity analysis and helps identify potential behavioral patterns.



## Leave Liability

### Purpose:

Provides insight into the financial impact of unused leave balances.

### Summary Cards

Displays indicators such as:

- Annual Leave Taken
- Annual Leave Balance
- Annual Leave Taken Last Year

These metrics provide a high-level overview of leave consumption.

### Annual Leave Taken and Balance by Business Unit

Visualization comparing:

- Leave taken
- Remaining leave balance

across different business units.

This supports leave planning and resource management.

## Annual Leave Liability by Business Unit

Shows the financial value of remaining leave obligations for each business unit.

This helps organizations forecast potential payout obligations.

## Annual Leave Details Table

Detailed employee-level data including:

- Employee ID
- Employee Name
- Annual Leave Taken
- Annual Leave Balance
- Leave Utilization Rate
- Daily Rate
- Annual Leave Liability

The table allows HR to analyze leave liability at an individual employee level.

The screenshot shows a dashboard with a navigation bar at the top containing: Executive Insights, Recruitment, Hires, Diversity & Inclusion, Salary, HR Profile & Trends, Performance & Training, **Leave & Availability**, and Terminations. Below the navigation bar are filters for Year (2026), Month (March), Business Unit (All), Country (All), and Company (All). The main content area is divided into three sections: 'Cards' on the left, 'Annual Leave Taken and Balance by Business Unit' in the top right, and 'Annual Leave Liability by Business Unit' in the bottom right. The 'Cards' section shows 'Annual Leave Taken' with a value of 228 and 'Annual Leave Balance'. The 'Annual Leave Liability by Business Unit' section contains a table titled 'Annual Leave Taken, Balance, and Liability Details'.

Employee ID	Employee Name	Annual Leave Taken	Annual Leave Balance	Annual Leave Utilization Rate	Daily Rate	Annual Leave Liability
4	Oliver Gordon				\$133.14	
5	Leslie Pena				\$1,238.87	
6	John Garner				\$546.56	
7	Meghan Brooks				\$473.06	
8	Tina Webster				\$473.06	
<b>Total</b>					<b>\$20,267.82</b>	

## Absenteeism

### Purpose:

Provides analytical insight into employee absence patterns beyond planned leave.

## Summary Cards

Displays high-level metrics such as:

- **Absenteeism Rate**
- **Availability Rate**
- **Average Sick Leave Taken**

These indicators provide a quick overview of workforce absence levels.

## Absenteeism Rate Trend

Line chart showing absenteeism percentage across months.

The visualization compares:

- Selected year
- Previous year
- Difference between periods

This allows HR to identify seasonal absence patterns.

## Absenteeism Rate by Organization Level

Shows absence levels across different job levels or organizational hierarchy.

This helps determine whether absence patterns vary across employee groups.

## Absenteeism Rate by Business Unit

Compares absence rates between departments or operational units.

This supports identification of operational risks.

## Absenteeism Rate by Weekday

Shows which days of the week experience higher absence levels.

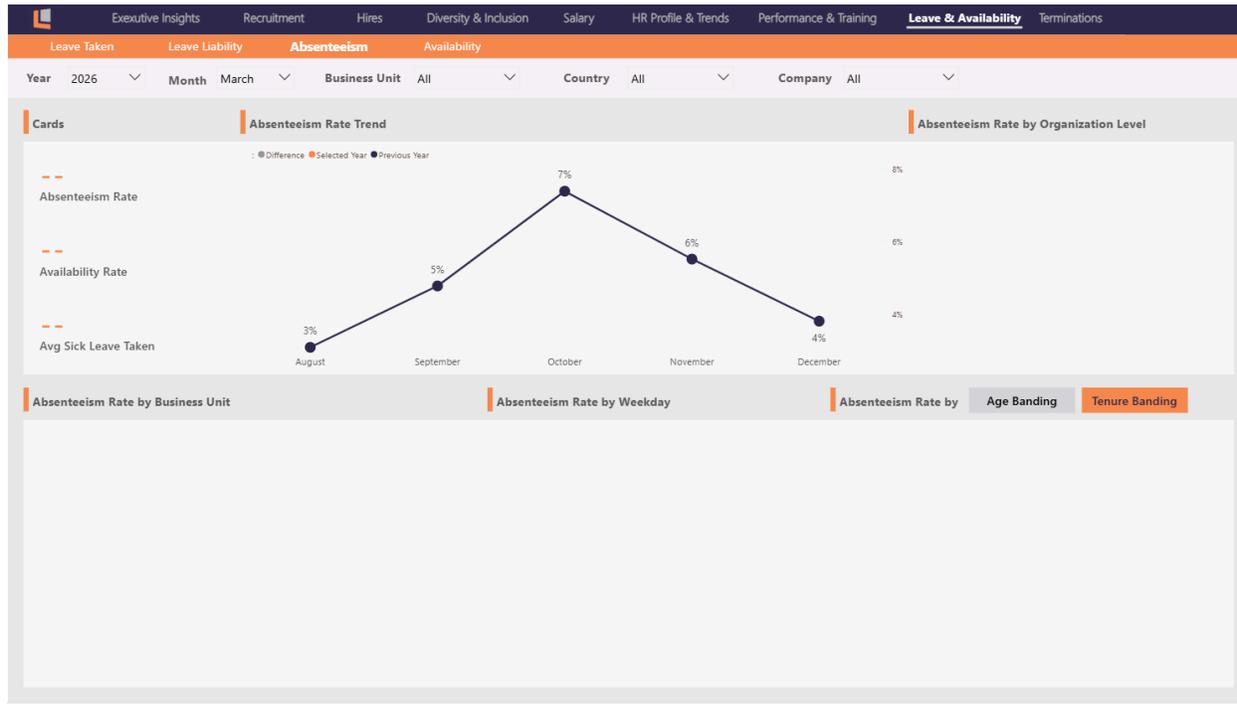
This helps identify patterns such as frequent Monday or Friday absences.

## Absenteeism Rate by Age Banding / Tenure Banding

Allows analysis of absence trends based on:

- Age groups
- Length of service

This helps identify workforce segments that may require additional support.



## Availability

### Purpose:

Measures workforce availability and productivity capacity by tracking absence levels.

### Summary Cards

Displays indicators including:

- **Availability Rate**
- **Availability Last Year**
- **Availability Last Quarter**

These provide quick comparisons across time periods.

### Availability Rate Trend

Line chart showing workforce availability across months.

This helps identify periods where availability drops due to leave or absence.

### Availability Rate by Organization Level

Shows workforce availability across different levels of the organizational structure.

This allows analysis of operational capacity.

### Availability Rate by Business Unit

Compares workforce availability across departments.

This helps identify units with reduced workforce capacity.

### Availability Rate by Weekday

Displays which days have lower or higher workforce availability.

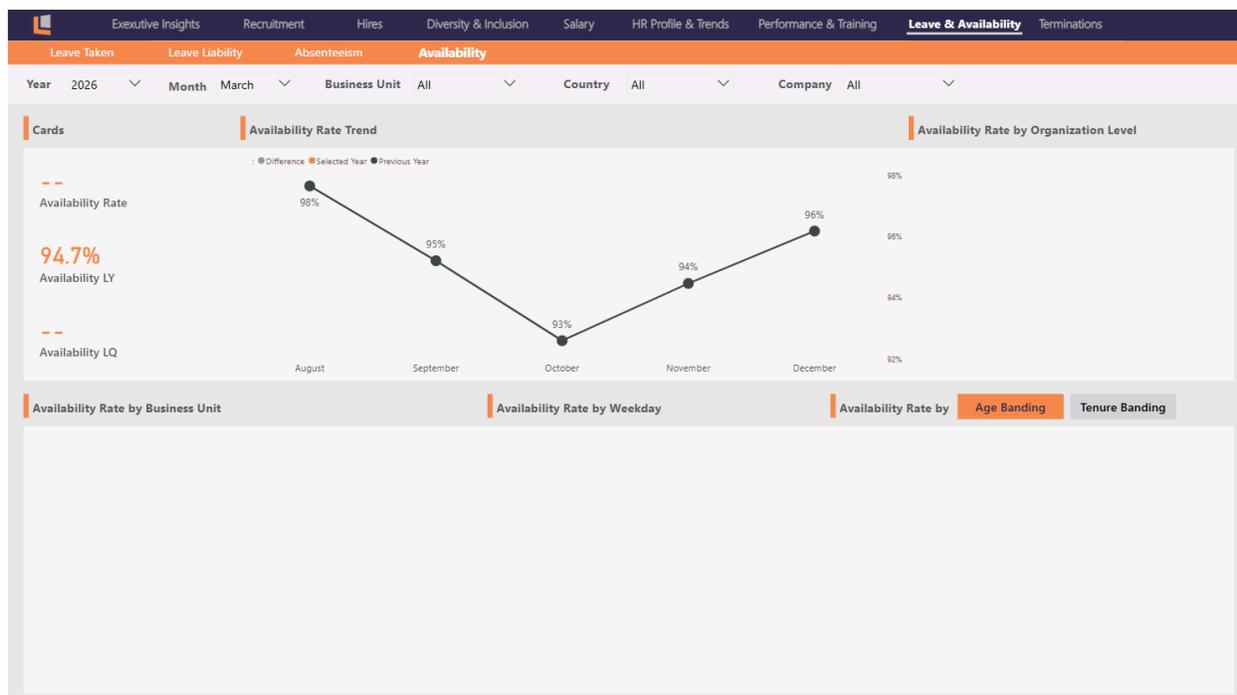
This helps operational planning and scheduling.

### Availability Rate by Age Banding / Tenure Banding

Allows analysis of availability patterns by:

- Age group
- Length of service

This helps HR identify demographic trends affecting workforce availability.



# Terminations Section

## 1. Overview of the Terminations Section

The **Terminations** section provides analytical insight into employee turnover, resignation patterns, and workforce attrition trends. It enables HR leaders and managers to:

- Monitor voluntary and involuntary terminations
- Analyze termination reasons
- Identify turnover trends over time
- Evaluate attrition rates across demographic groups and organizational structures
- Understand workforce stability and employee retention patterns

All dashboards are interactive and dynamically respond to filters such as **Date Range, Business Unit, Country, and Company**.

## 2. Dashboards within Terminations

The section includes the following analytical pages:

- Termination Profile
- Termination Analysis
- Attrition Analysis
- Great Resignation

### Termination Profile

#### **Purpose:**

Provides an overview of employee terminations and key termination characteristics.

### Termination Cards

Displays summary metrics including:

- **Total Terminations**
- **Involuntary Terminations**
- **Voluntary Terminations**

These indicators provide a quick snapshot of workforce turnover.

### Terminations by Reason

Bar chart showing the distribution of termination causes, such as:

- Breach of contract
- Resignation

This helps HR identify the most common reasons for employee departures.

### **Terminations by Gender**

Donut chart displaying termination distribution across gender groups:

- Male
- Female
- No Information

This visualization supports diversity-related turnover analysis.

### **Terminations by Termination Category**

Donut chart showing the proportion of:

- Voluntary terminations
- Involuntary terminations

### **Termination Category by Business Unit**

Flow-style visualization linking business units with termination categories.

This allows users to identify which departments experience voluntary or involuntary turnover.

### **Terminations by Age / Tenure**

Toggle option enabling analysis by:

- Age band
- Tenure band

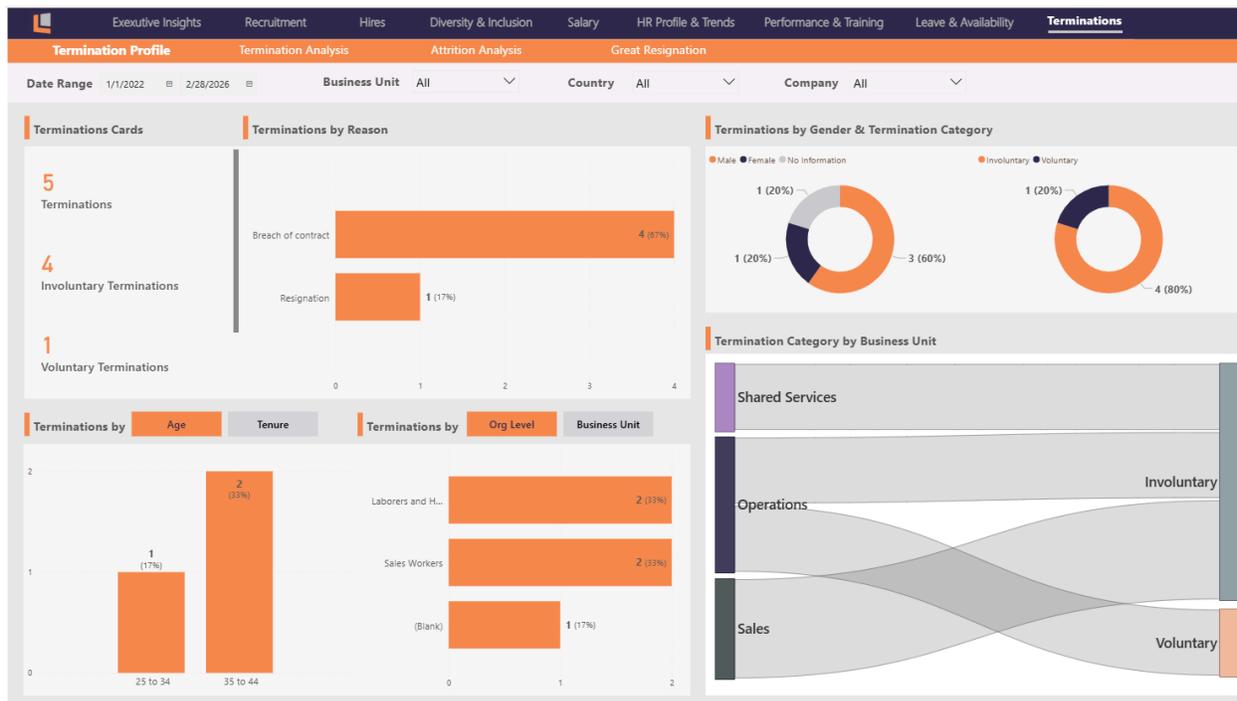
This helps HR understand whether turnover is concentrated among early-career or experienced employees.

### **Terminations by Organization Level / Business Unit**

Bar chart comparing termination distribution across:

- Organizational hierarchy levels
- Business units

This supports structural workforce analysis.



## Termination Analysis

### Purpose:

Provides a deeper analysis of termination trends and workforce movement.

### Summary Cards

Displays indicators such as:

- **Total Terminations**
- **Average Terminations per Month**
- **Average Time to Quit (years)**

These provide high-level turnover metrics.

### Terminations Trend by Gender

Line chart showing monthly termination trends across:

- Female employees
- Male employees
- Employees with unspecified gender

This visualization helps identify demographic patterns in turnover.

### **Terminations by Organization Level & Gender**

Bar chart showing termination distribution by organizational hierarchy and gender.

### **Terminations (Current Year vs. Last Year)**

Trend comparison showing:

- Current year termination counts
- Previous year termination counts

This enables year-over-year turnover comparison.

### **Terminations vs. Hires**

Trend visualization comparing:

- Hiring activity
- Termination levels

This helps determine workforce growth or contraction.

### **Time to Quit by Age Banding**

Bar chart showing the average tenure before leaving for different age groups.

This helps HR understand retention patterns across demographic segments.

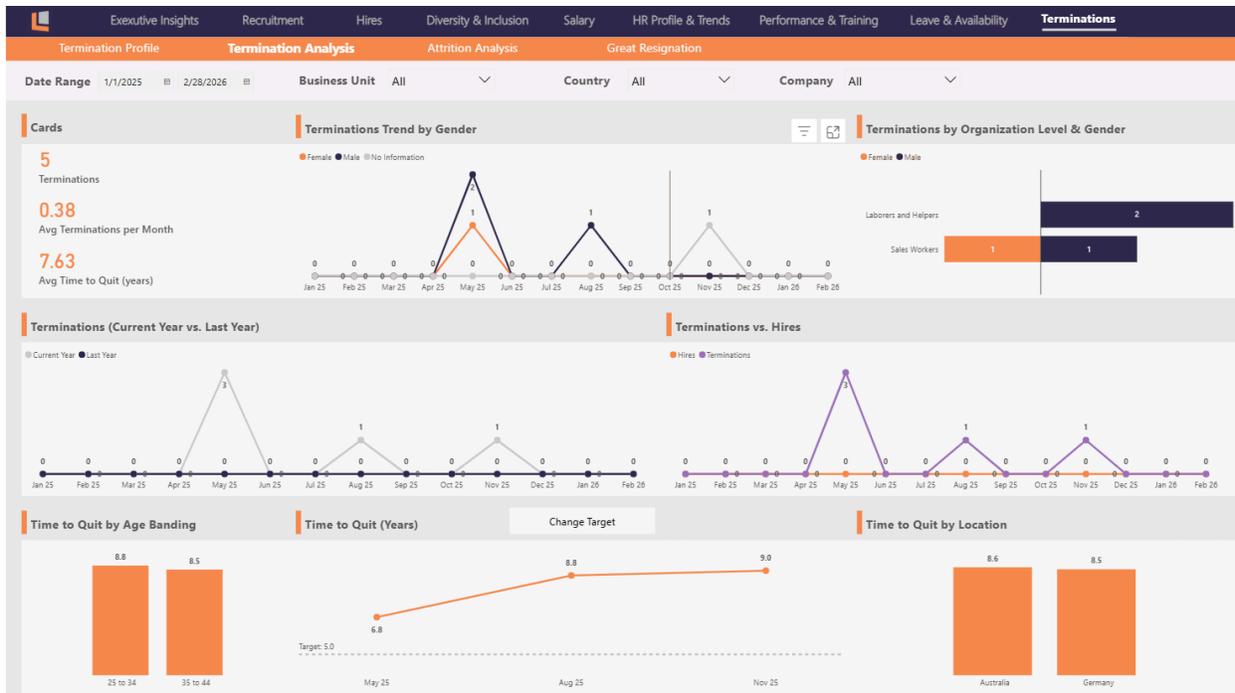
### **Time to Quit Trend**

Line chart showing the average employee tenure before termination over time.

This indicator can be compared with an internal target.

### **Time to Quit by Location**

Bar chart comparing average tenure before resignation across locations or offices.



## Attrition Analysis

### Purpose:

Measures employee attrition rates and identifies trends affecting workforce stability.

### Attrition Rate Cards

Displays indicators including:

- Overall Attrition Rate
- Voluntary Attrition Rate
- Involuntary Attrition Rate

These metrics help measure workforce turnover intensity.

### Attrition Rate by Age Banding / Tenure Banding

Toggle option allowing analysis of attrition rates across:

- Age groups
- Length of service

This helps identify workforce segments with higher turnover.

### Attrition Rate by Business Unit / Organization Level

Comparison of attrition rates across departments or hierarchy levels.

This helps identify areas experiencing retention challenges.

### Voluntary Attrition by Gender

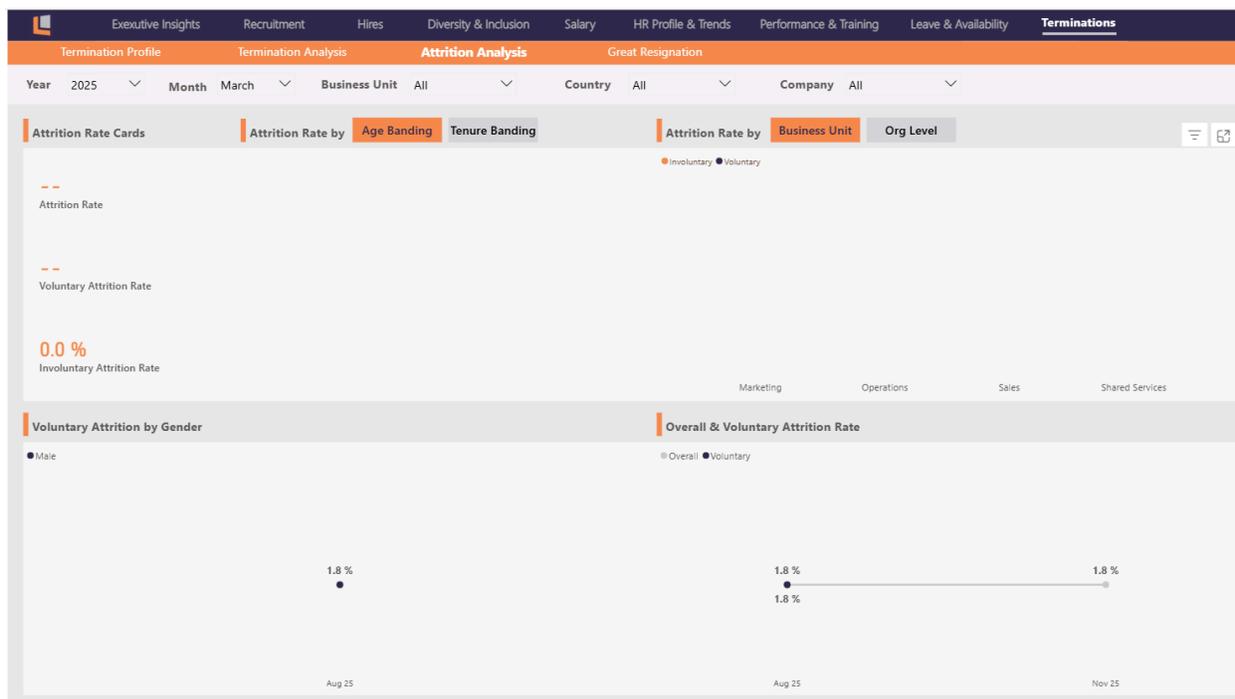
Visualization showing voluntary turnover distribution between male and female employees.

### Overall vs Voluntary Attrition Rate

Trend chart comparing:

- Overall attrition rate
- Voluntary attrition rate

This supports long-term workforce stability analysis.



### Great Resignation

#### Purpose:

Provides focused insight into voluntary turnover patterns across job categories.

#### Voluntary Attrition Indicator

Displays the overall voluntary attrition percentage for the selected period.

## Voluntary Attrition by Job Family

Matrix-style visualization showing voluntary turnover rates across job families such as:

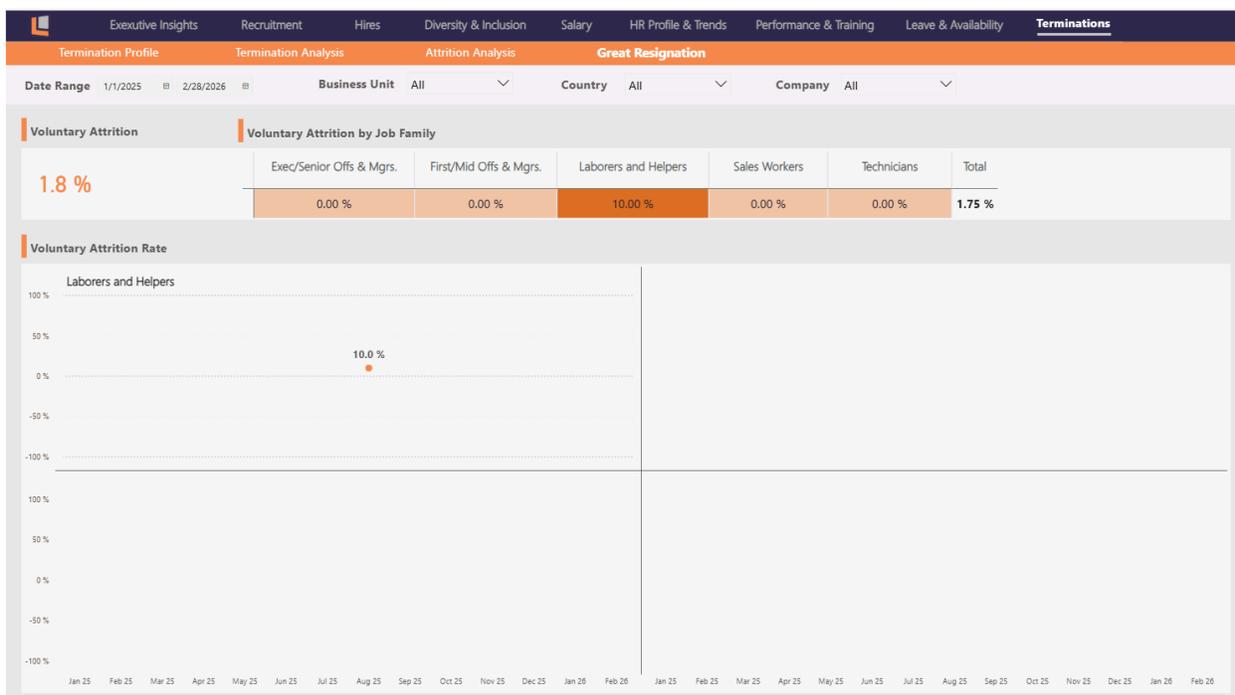
- Executive/Senior Officers & Managers
- First/Mid Officers & Managers
- Laborers and Helpers
- Sales Workers
- Technicians

This allows HR to identify roles with higher resignation risk.

## Voluntary Attrition Rate Trend

Trend visualization tracking voluntary attrition across time.

This supports identification of periods with increased employee resignations.



## Interactive Capabilities

### Overview

Across all dashboards, users can:

- Apply filters (time period, department, location, job level, etc.)
- Use cross-filtering between visuals
- Drill down into detailed data

- Export reports (subject to Power BI permissions)

Data is refreshed according to the configured Power BI dataset schedule.

## Global Filters (Top Section)

Located directly below the navigation menu, the Global Filters apply to all visuals within the selected dashboard.

Available Slicers / Filters:

- **Year** (Dropdown selector)
- **Month** (Dropdown selector)
- **Business Unit**
- **Country**
- **Company**

These slicers enable dynamic filtering of all charts and KPIs on the page.



When a filter value is selected:

- All visuals are automatically updated.
- KPI calculations reflect the selected scope.

This ensures users can analyze data for specific time periods, organizational units, or geographic locations without navigating away from the dashboard.

## Access and Security Notes

- Dashboards are located in the **Reports module**.
- Currently, Lanteria does **not** provide customization services for the Analytics Suite dashboards.
- There is **no role-based restriction at dashboard page level**.
- If a user is granted access to the Analytics Suite, they can see **all dashboard pages** within the report.
- Access control is managed at the overall module level, not per page.

## Getting Started

The Lanteria Analytics Suite is part of the standard Lanteria HR solution. There are no additional license fees for the module itself.

If your organization would like to activate the Analytics Suite:

1. Contact the **Lanteria Technical Support Team**.
2. Request scheduling of module configuration.
3. The support team will arrange the required setup and configuration steps.

Important notes:

- The module is included in the core solution and does not require additional purchase.
- Clients will be charged for the **configuration effort**, which is covered from the existing support budget.
- Configuration includes environment setup, data connection verification, and activation within the Reports module.

After configuration is completed, authorized users will be able to access the dashboards from the Reports module and begin using interactive analytics immediately.

## Summary

The Lanteria Analytics Suite enhances Lanteria HR by delivering advanced Power BI dashboards within the Reports module. It enables:

- Executive-level workforce visibility
- Recruitment and attrition analysis
- Compensation and diversity insights
- Performance and learning monitoring

The module provides structured, interactive analytics without additional licensing costs, requiring only configuration through the Lanteria support team.