

Timekeeping Automation

Saving over 20 hours per week

Objective



Ingest dozens of disparate Excel files. Each has a non-uniform, UNIQUE, naming convention and a disorganized layout



Compute hours worked by employee



Compute wages by pay grade and total hours



Prep and combine the data for seamless export to accounting software



Some basic visuals

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		
1										T CODE						Cost Codes:									
2																									
3																									
4																									
5																									
6																									
7																									
8	DATE:		7/25/2018		2185 La Mirada Drive																				
9	DAY:		Wednesday		Vista, CA 92081																				
10	Job #:		1506																						
11	Weather:		sunny																						
12	Accidents:		None		Start		7:00 AM																		
13	Extra Work:				Lunch		12-1230 PM																		
14					Finish		3:30 PM																		
15	ID	EMPLOYEE								CLASS						ST	OT	DT	VISITORS						
16	155	Celine Dion								S						8									
17	391	Whitney Houston								OP						8	1								
18																									
19	317	Mariah Carey								LAB						8	1.5								
20	188	Alanis Morissette								OP						8	1								
21	664	Natalie Merchant								LAB						8	2								
22	669	<i>Lady Gaga</i>								LAB	SICK					0									
23	670	Janet Jackson								LAB						8	1								
24	685	Margaret Thatcher								OP						8	1.5								
25	650	Katy Perry								OP						8									
26	673	Brittany Spears								LAB						8	1.5								

Workflow

Automatically ingesting about 40 excel sheets.

- Use Directory Input + Dynamic Rename?
- Input tool with wildcard?
- Macro: Read in multiple files

‘Output File Name as Field’ to all incoming files

- Important in downstream data aggregation.

Break the formatting.

- Creating flags for the key data points.
- Filter on each flag.

The screenshot shows three overlapping windows from an Alteryx workflow, each displaying a table with 'Output Column' and 'Data Preview' headers. The top window shows 'IsDate' with a value of 0 and the macro code 'IF [F1] = "DATE:" THEN 1 ELSE 0 ENDIF'. The middle window shows 'IsJob' with a value of 0 and the macro code 'IF [F1] = "Job #:" THEN 1 ELSE 0 ENDIF'. The bottom window shows 'IsEmpID' with a value of 0 and the macro code 'IF IsInteger([F1]) THEN 1 ELSE 0 ENDIF'. Each window also has a small 'fx' icon and a close button.

Output Column	Data Preview
IsDate	0

```
IF [F1] = "DATE:" THEN 1 ELSE 0 ENDIF
```

Output Column	Data Preview
IsJob	0

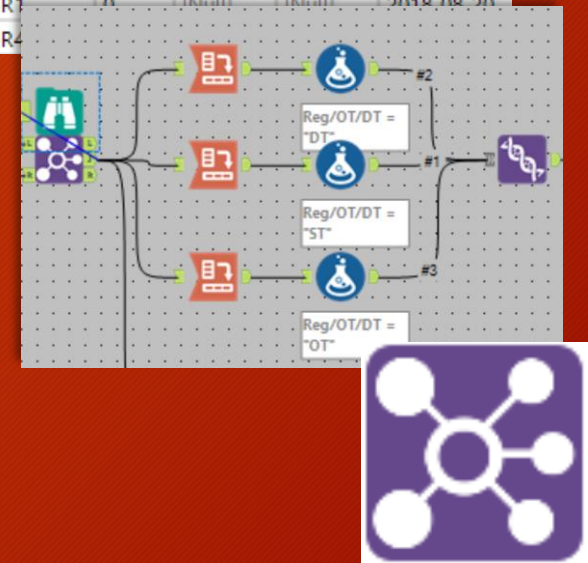
```
IF [F1] = "Job #:" THEN 1 ELSE 0 ENDIF
```

Output Column	Data Preview
IsEmpID	0

```
IF IsInteger([F1]) THEN 1 ELSE 0 ENDIF
```


Workflow (cont.)

FileName	Job	EmployeeID	Name	Class	ST	OT	DT	Date
1506_8_20	1506	153	Miguel Oviedo	OP	8	[Null]	[Null]	2018-08-20
1506_8_20	1506	155	Scott Vargas	F	8	3	[Null]	2018-08-20
1506_8_20	1506	188	Robert Desmarais	OP	8	2	[Null]	2018-08-20
1506_8_20	1506	266	Kenny Verdugo	LGR4	8	2.5	[Null]	2018-08-20
1506_8_20	1506	317	Jaime Grimaldo	LGR4	8	2	[Null]	2018-08-20
1506_8_20	1506	391	Glen Carter	OP	8	1	[Null]	2018-08-20
1506_8_20	1506	482	Jose Martin	TM GR4	8	[Null]	[Null]	2018-08-20
1506_8_20	1506	621	Franklin Manuel	LGR1	8	[Null]	[Null]	2018-08-20
1506_8_20	1506	622	Eric Salas	LGR4	8	[Null]	[Null]	2018-08-20



Final Steps



Create a catch-all to fill in any employee class that may have been missing from the master file



Join dataset with employee pay rates master sheet



Summarize into final output



Include a few simple, at-a-glance charts