No. 15

Employee Turnover Tracker

See where and why people are leaving: monthly and annualized turnover by department, early-tenure exits, the estimated cost of turnover and an anonymous view of exit reasons.

Built for: HR managers, general managers and department heads in hotels, restaurants and other high-turnover operations.

What is included

File	Format	Use
Employee-Turnover-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Employee-Turnover-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Employee-Turnover-Tracker.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
employee-turnover-tracker-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Employee-Turnover-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Employee-Turnover-Tracker.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

Operating routine

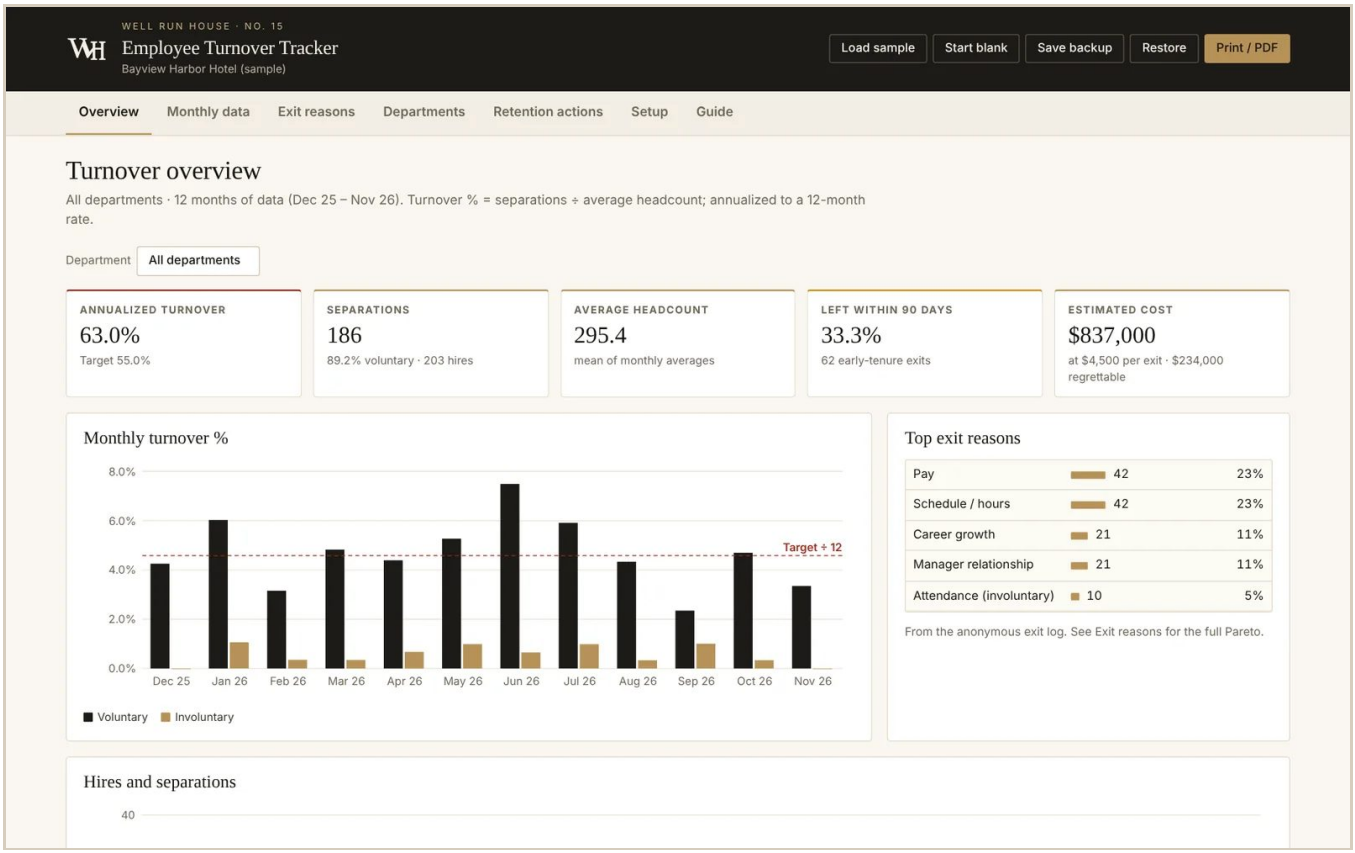
1. **Reconcile headcount with HR** at month end: start, hires, separations and end by department.
2. **Separate voluntary and involuntary exits** and mark regrettable losses and exits within 90 days.
3. **Log exit reasons anonymously** — primary reason and tenure band, no names or personal details.
4. **Compare trends** by month and department against your target.
5. **Investigate causes without exposing personal information**, record retention actions and check the following months.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

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Employee Turnover Tracker

Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Turnover overview

	A	B	C	D	E	F	G	H	I	J
1	**Summary**									
2	*All departments. Months without data are left blank.*									
3										
4	**Month**	**Start**	**End**	**Avg headcount**	**Separations**	**Voluntary**	**Under 90 days**	**Hires**	**Turnover %**	**Annualized**
5	2025-12	282	282	282.0	12	12	4	12	4.3%	51%
6	2026-01	282	282	282.0	20	17	7	20	7.1%	85%
7	2026-02	282	288	285.0	10	9	2	16	3.5%	42%
8	2026-03	288	292	290.0	15	14	6	19	5.2%	62%
9	2026-04	292	300	296.0	15	13	5	23	5.1%	61%
10	2026-05	300	307	303.5	19	16	6	26	6.3%	75%
11	2026-06	307	307	307.0	25	23	9	25	8.1%	98%
12	2026-07	307	302	304.5	21	18	5	16	6.9%	83%
13	2026-08	302	298	300.0	14	13	7	10	4.7%	56%
14	2026-09	298	298	298.0	10	7	2	10	3.4%	40%
15	2026-10	298	298	298.0	15	14	3	15	5.0%	60%
16	2026-11	298	299	298.5	10	10	6	11	3.4%	40%
17										
18										
19	**Separations (months with data)**	**186**								
20	**Mean average headcount**	**295.4**								
21	**Months with data**	**12**								
22	**Annualized turnover**	**63.0%**								
23	**Voluntary share**	**89.2%**								
24	**Under-90-day share**	**33.3%**								
25	**Estimated cost of turnover**	**$837,000**								
26	**Target annual turnover**	**55.0%**								

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