

People / HR — Weekly Summary

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Weekly Summary — People / HR

****Period:**** 23-29 March 2026

****Generated by:**** Scheduled task (onboarding-readiness)

Volume

- Items processed: 64 (prev week: 86, -25.6%)
- Urgent items: 10 (prev: 9)
- Average resolution time: 2.8 days (prev: 3.0)

Top Categories

1. New Joiner — 37% of volume
2. Offboarding — 27% of volume
3. Leave Request — 14% of volume
4. Performance Review — 13% of volume

Trends

- Volume trending DOWN 25.6% week-over-week
- Urgent volume within normal range
- Average days open: within target

Action Items Carried Forward

- 3 items from last week still unresolved
- Oldest open item: HR-24064 (9 days old)
- Pattern alert: "Verdant Gardens Nursery" appeared 3 times this week