



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 123 as of 5/9/18

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	109	96	2	11	1 Term
CSBG/CEAP	14	12	2	0	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	301.00	176.25	477.25	Unfilled Positions 5
Pay Period 3/18/18 to 3/3/18				
Hours worked by Subs 289.75				
<b>CSBG/CEAP Staff</b>	58.25	12.00	70.25	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
<b>Head Start Staff</b>	383.50	193.25	576.75	Unfilled Positions 3
Pay Period 4/1/18 to 4/14/18				
Hours worked by Subs 250.50				
<b>CSBG/CEAP Staff</b>	54.75	22.00	76.75	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
<b>Total Hours Absent Both Pay Periods</b>	797.50	403.50		

<b>LWOP Savings</b>	\$ 5,245.50	\$ 13.00	403.50	\$13.00 average hourly rate
<b>HS Sub Usage Expense</b>	\$ 4,403.04	\$ 8.15	540.25	\$8.15 average hourly sub rate
<b>Savings for both periods</b>	\$ 842.46			

Change in Potential Liability with Leave Earned and Used \$ 3,653.65

