



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 127 as of 6/11/18

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	113	100	2	11	No change
CSBG/CEAP	14	12	2	0	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	445.25	145.50	590.75	Unfilled Positions 4
Pay Period 4/15/18 to 4/28/18				
Hours worked by Subs 316.50				
CSBG/CEAP Staff	77.75	38.75	116.50	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		
Head Start Staff	320.25	213.50	533.75	Unfilled Positions 4
Pay Period 4/28/18 to 5/12/18				
Hours worked by Subs 286.00				
CSBG/CEAP Staff	42.25	15.75	58.00	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		
Total Hours Absent Both Pay Periods	885.50	413.50		

LWOP Savings	\$ 5,375.50	\$ 13.00	413.50	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 4,910.38	\$ 8.15	602.5	\$8.15 average hourly sub rate
Savings for both periods	\$ 465.13			

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65

