



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 119 as of 4/9/19

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	104	96	1	7	3 hires
CSBG/CEAP	15	12	2	0	2 terms

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	402.00	137.75	539.75	Unfilled Positions 2
Pay Period 1/20/19 to 2/02/19				
Hours worked by Subs 124.50				
CSBG/CEAP Staff	34.50	33.28	67.78	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	360.75	53.75	414.50	Unfilled Positions 2
Pay Period 2/3/19 to 2/16/19				
Hours worked by Subs 59.00				
CSBG/CEAP Staff	77.00	25.50	102.50	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
Total Hours Absent Both Pay Periods	874.25	250.28		

LWOP Savings	\$	3,253.64	\$	13.00	250.28	\$13.00 average hourly rate
HS Sub Usage Expense	\$	1,495.53	\$	8.15	183.5	\$8.15 average hourly sub rate
Savings for both periods	\$	1,758.12				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65

