



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 118 as of 10/19/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	99	90	0	9	5 hires, 2 rehires
CSBG/CEAP	19	18	1	0	1 hire

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff Pay Period 8/30/2020 to 9/12/2020	534.75	149.75	684.50	Unfilled Positions 5
Hours worked by Subs	212.25			
CSBG/CEAP Staff	47.50	38.50	86.00	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:		
Head Start Staff Pay Period 9/13/2020 - 9/26/2020	595.00	112.00	707.00	Unfilled Positions 0
Hours worked by Subs	240.25			
CSBG/CEAP Staff	93.00	75.75	168.75	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	1270.25	376.00		

LWOP Savings	\$	4,888.00	\$	13.00	376.00	\$13.13 average hourly rate
HS Sub Usage Expense	\$	3,687.88	\$	8.15	452.5	\$8.00 average hourly sub rate
Savings for both periods	\$	1,200.13				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65