



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 114 as of 3/8/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	97	92	0	5	
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	463.75	112.75	576.50	Unfilled Positions 1
Pay Period 1/31/2021 to 2/13/2021				
Hours worked by Subs 112.75				
CSBG/CEAP Staff	104.75	110.50	215.25	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	189.00	172.25	361.25	Unfilled Positions 1
Pay Period 2/14/2021 to 02/27/2021				
Hours worked by Subs 125.00				
CSBG/CEAP Staff	40.00	83.25	123.25	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	797.50	478.75		

LWOP Savings	\$	6,223.75	\$	13.00	478.75	\$13.13 average hourly rate
HS Sub Usage Expense	\$	1,902.00	\$	8.00	237.75	\$8.00 average hourly sub rate
Savings for both periods	\$	4,321.75				

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