



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 107 as of 11/23/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	89	82	0	7	Hired a GSS, 2 FSW's, TA
CSBG/CEAP	18	16	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	479.50	19.25	498.75	Unfilled Positions 8
Pay Period 9/12/2021 - 9/25/2021				
Hours worked by Subs	145.25			
CSBG/CEAP Staff	72.00	19.75	91.75	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	0.00	0.00	0.00	Unfilled Positions 0
Hours worked by Subs	-			
CSBG/CEAP Staff	0.00	0.00	0.00	Unfilled Positions 0
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	551.50	39.00		

LWOP Savings	\$	551.85	\$	14.15	39.00	\$14.15 average hourly rate
HS Sub Usage Expense	\$	1,162.00	\$	8.00	145.25	\$8.00 average hourly sub rate
Savings for both periods	\$	(610.15)				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65