



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 129 as of 2/8/17

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	114	97	3	14	Termed 2 inactive subs [Part time consists of 1 FSW and 1 GSS]
CSBG	11	10	1	0	No change
Nutrition	2	1	1	0	No change
Nutrition - Linden Adm	2	1	0	1	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff Pay Period 12/25/16 - 1/7/17	188.75	52.00	240.75	Unfilled Positions 1
Hours worked by Subs	136.25			
CSBG Staff	43.25	0.00	43.25	Unfilled Positions 0
Nutrition Staff	14.00	0.00	14.00	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	
Head Start Staff Pay Period	419.80	203.45	623.25	Unfilled Positions 1
Hours worked by Subs	404.00			
CSBG Staff	31.25	41.75	73.00	Unfilled Positions 1
Nutrition Staff	23.75	0.00	23.75	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			1	
Resulting in time lost:	0	Requiring medical attention:	1	
Total Hours Absent Both Pay Periods	720.80	297.20		

LWOP Savings	\$	3,863.60	\$	13.00	297.20	\$13.00 average hourly rate
HS Sub Usage Expense	\$	4,403.04	\$	8.15	540.25	\$8.15 average hourly sub rate
Savings for both periods	\$	(539.44)				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65