



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 122 as of 1/19/18

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	107	94	2	10	No change
CSBG	14	12	2	0	No change
Nutrition	2	1	1	0	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff Pay Period 11/12/17 - 11/25/17	379.75	126.75	506.50	Unfilled Positions 4
Hours worked by Subs	197.25			
CSBG Staff	99.25	29.00	128.25	Unfilled Positions 0
Nutrition Staff	8.75	0.00	8.75	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff Pay Period 11/26/17/17 - 12/9/17	446.00	271.50	717.50	Unfilled Positions 4
Hours worked by Subs	331.50			
CSBG Staff	62.00	64.50	126.50	Unfilled Positions 0
Nutrition Staff	13.50	0.00	13.50	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	
Total Hours Absent Both Pay Periods	1009.25	491.75		

LWOP Savings	\$	6,392.75	\$	13.00	491.75	\$13.00 average hourly rate
HS Sub Usage Expense	\$	4,309.31	\$	8.15	528.75	\$8.15 average hourly sub rate
Savings for both periods	\$	2,083.44				

Change in Potential

Liability with

Leave Earned and Used \$ 3,653.65