



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 121 as of 2/13/19

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	108	98	1	9	
CSBG/CEAP	13	12	1	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	29.58	83.75	113.33	Unfilled Positions 3
Pay Period 12/23/18 to 1/5/19				
Hours worked by Subs	-			
CSBG/CEAP Staff	150.00	69.50	219.50	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: <input type="text" value="0"/>		Requiring medical attention: <input type="text" value="0"/>		
Head Start Staff	372.00	110.75	482.75	Unfilled Positions 2
Pay Period 1/6/19 to 1/19/19				
Hours worked by Subs <input type="text" value="201.50"/>				
CSBG/CEAP Staff	20.00	32.75	52.75	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			1	
Resulting in time lost: <input type="text" value="0"/>		Requiring medical attention: <input type="text" value="1"/>		
Total Hours Absent Both Pay Periods	571.58	296.75		

LWOP Savings	\$ 3,857.75	\$ 13.00	296.75	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 1,642.23	\$ 8.15	201.5	\$8.15 average hourly sub rate
Savings for both periods	\$ 2,215.53			

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

