



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 117 as of 6/17/19

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	104	97	1	6	1 hire
CSBG/CEAP	13	11	2	0	3 terms

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	285.75	46.25	332.00	Unfilled Positions 1
Pay Period 4/14/19 to 4/26/19				
Hours worked by Subs 46.25				
CSBG/CEAP Staff	82.00	4.25	86.25	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	423.25	138.00	561.25	Unfilled Positions 2
Pay Period 4/27/19 to 5/11/19				
Hours worked by Subs 139.75				
CSBG/CEAP Staff	62.75	26.75	89.50	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	853.75	215.25		

LWOP Savings	\$ 2,798.25	\$ 13.00	215.25	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 1,515.90	\$ 8.15	186	\$8.15 average hourly sub rate
Savings for both periods	\$ 1,282.35			

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