



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	372.75	126.75	499.50	Unfilled Positions 1
Pay Period 5/12/19 to 5/25/19				
Hours worked by Subs 75.50				
CSBG/CEAP Staff	66.00	75.25	141.25	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost: <input type="text"/>		Requiring medical attention: <input type="text"/>		
Head Start Staff				
Hours worked by Subs <input type="text"/>				
CSBG/CEAP Staff				
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost: <input type="text" value="0"/>		Requiring medical attention: <input type="text"/>		
Total Hours Absent Both Pay Periods	438.75	202.00		

LWOP Savings	\$ 2,626.00	\$ 13.00	202.00	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 615.33	\$ 8.15	75.5	\$8.15 average hourly sub rate
Savings for both periods	\$ 2,010.68			
Change in Potential Liability with Leave Earned and Used				
	\$ 3,653.65			