



## Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 117 as of 10/11/19

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	103	95	2	6	3 hires, 2 term
CSBG/CEAP	13	11	2	0	1 hir, 1 term

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b> Pay Period 8/18/19 to 8/31/19 <i>Hours worked by Subs</i> 173.00	141.25	8.75	150.00	Unfilled Positions 1
<b>CSBG/CEAP Staff</b>	381.25	20.25	401.50	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"/>		
<b>Head Start Staff</b> Pay Period 9/1/19 to 9/14/19 <i>Hours worked by Subs</i> 173.00	381.25	20.25	401.50	Unfilled Positions 1
<b>CSBG/CEAP Staff</b>	60.50	3.25	63.75	Unfilled Positions 1
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"/>		
<b>Total Hours Absent Both Pay Periods</b>	964.25	52.50		

<b>LWOP Savings</b>	\$	682.50	\$	13.00	52.50	\$13.00 average hourly rate
<b>HS Sub Usage Expense</b>	\$	2,819.90	\$	8.15	346	\$8.15 average hourly sub rate
<b>Savings for both periods</b>	\$	(2,137.40)				

### Change in Potential

Liability with

Leave Earned and Used \$ 3,653.65

