



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 121 as of 2/17/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	107	96	2	9	2 terms
CSBG/CEAP	14	12	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff Pay Period 11/24/19 to 12/7/19 Hours worked by Subs	8.00	14.50	22.50	Unfilled Positions 2
CSBG/CEAP Staff	107.25	42.00	149.25	Unfilled Positions 3
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 Pay Period 12/8/19 to 12/21/19 Hours worked by Subs	394.00	112.25	506.25	Unfilled Positions 2
CSBG/CEAP Staff	72.75	79.95	152.70	Unfilled Positions 3
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>	<b>582.00</b>	<b>248.70</b>		

LWOP Savings	\$ 3,233.10	\$ 13.00	248.70	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 2,585.59	\$ 8.15	317.25	\$8.15 average hourly sub rate
Savings for both periods	\$ 647.51			

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