



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 22 as of 11/10/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	103	91	0	12	
CSBG/CEAP	19	17	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	595.00	173.75	768.75	Unfilled Positions 1
Pay Period 9/13/2020 to 9/26/2020				
Hours worked by Subs 240.25				
<b>CSBG/CEAP Staff</b>	86.00	14.00	100.00	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>	390.00	205.25	595.25	Unfilled Positions 1
Pay Period 9/27/2020 to 10/10/2020				
Hours worked by Subs -				
<b>CSBG/CEAP Staff</b>	368.25	106.75	41.75	148.50 Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost: <input type="text" value="0"/>		Requiring medical attention: <input type="text"/>		
<b>Total Hours Absent Both Pay Periods</b>	1177.75	434.75		

<b>LWOP Savings</b>	\$	5,651.75	\$	13.00	434.75	\$13.13 average hourly rate
<b>HS Sub Usage Expense</b>	\$	1,958.04	\$	8.15	240.25	\$8.00 average hourly sub rate
<b>Savings for both periods</b>	\$	3,693.71				

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