



# 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>	349.50	203.25	552.75	Unfilled Positions 1
Pay Period 10/11/2020 to 10/24/2020				
Hours worked by Subs	279.25			
<b>CSBG/CEAP Staff</b>	68.00	17.00	85.00	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
<b>Head Start Staff</b>	0.00	0.00	0.00	Unfilled Positions
Pay Period				
Hours worked by Subs	-			
<b>CSBG/CEAP Staff</b>	-	0.00	0.00	Unfilled Positions
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
<b>Total Hours Absent Both Pay Periods</b>	417.50	220.25		

<b>LWOP Savings</b>	\$	2,863.25	\$	13.00	220.25	\$13.13 average hourly rate
<b>HS Sub Usage Expense</b>	\$	2,275.89	\$	8.15	279.25	\$8.00 average hourly sub rate
<b>Savings for both periods</b>	\$	587.36				

**Change in Potential**

**Liability with**

**Leave Earned and Used** \$ 3,653.65