



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 111 as of 6/16/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	95	89	0	6	1 new hire, 1 term
CSBG/CEAP	16	14	2	0	1 term

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	403.75	103.50	507.25	Unfilled Positions 3
Pay Period 4/25/21 to 5/8/21				
Hours worked by Subs 178.50				
CSBG/CEAP Staff	41.25	117.00	158.25	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	397.00	67.00	464.00	Unfilled Positions 3
Pay Period 5/9/21 to 5/22/21				
Hours worked by Subs 149.25				
CSBG/CEAP Staff	96.25	78.50	174.75	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
Total Hours Absent Both Pay Periods	938.25	366.00		

LWOP Savings	\$ 4,758.00	\$ 13.00	366.00	\$13.13 average hourly rate
HS Sub Usage Expense	\$ 2,622.00	\$ 8.00	327.75	\$8.00 average hourly sub rate
Savings for both periods	\$ 2,136.00			

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