



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 110 as of 8/17/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	94	87	0	7	2 new hires, 3 terms, 1 transfer from FT to sub
CSBG/CEAP	16	14	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	82.25	80.00	162.25	Unfilled Positions 3
Pay Period 6/20/2021 to 7/3/2021				
Hours worked by Subs 5.50				
CSBG/CEAP Staff	94.00	18.75	112.75	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost: <input type="text"/>		Requiring medical attention: <input type="text"/>		
Head Start Staff	8.00	80.00	88.00	Unfilled Positions 4
Pay Period 7/4/21 to 7/17/21				
Hours worked by Subs -				
CSBG/CEAP Staff	52.00	23.75	75.75	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"/>		
Total Hours Absent Both Pay Periods	236.25	202.50		

LWOP Savings	\$ 2,632.50	\$ 13.00	202.50	\$13.13 average hourly rate
HS Sub Usage Expense	\$ 44.00	\$ 8.00	5.5	\$8.00 average hourly sub rate
Savings for both periods	\$ 2,588.50			

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