



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 107 as of 11/23/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	89	82	0	7	Hired a GSS, 2 FSW's, TA
CSBG/CEAP	18	16	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	483.00	101.75	584.75	Unfilled Positions 8
Pay Period 9/12/2021 - 9/25/2021				
Hours worked by Subs 152.50				
CSBG/CEAP Staff	84.25	58.25	142.50	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	393.50	175.75	569.25	Unfilled Positions 4
Pay Period 9/26/2021 - 10/09/2021				
Hours worked by Subs 176.25				
CSBG/CEAP Staff	50.50	42.00	92.50	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	1011.25	377.75		

LWOP Savings	\$	5,345.16	\$	14.15	377.75	\$14.15 average hourly rate
HS Sub Usage Expense	\$	2,630.00	\$	8.00	328.75	\$8.00 average hourly sub rate
Savings for both periods	\$	2,715.16				

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