



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 108 as of 5/1/2022

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	89	83	0	6	
CSBG/CEAP	19	17	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	348.00	162.00	510.00	Unfilled Positions 6
Pay Period 3/13-3/26/2022				
Hours worked by Subs 8.00				
CSBG/CEAP Staff	79.50	91.25	170.75	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:	1	
Head Start Staff	372.25	156.25	528.50	Unfilled Positions 6
Pay Period 3/27 - 4/9/2022				
Hours worked by Subs -				
CSBG/CEAP Staff	61.00	95.50	156.50	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:	0	
Total Hours Absent Both Pay Periods	860.75	505.00		

LWOP Savings	\$ 7,145.75	\$ 14.15	505.00	\$14.15 average hourly rate
HS Sub Usage Expense	\$ 64.00	\$ 8.00	8	\$8.00 average hourly sub rate
Savings for both periods	\$ 7,081.75			

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



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Head Start	89	83	0	6	
CSBG/CEAP	19	17	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	257.63	128.75	386.38	Unfilled Positions 6
Pay Period 4/10 - 4/23/2022				
Hours worked by Subs	-			
CSBG/CEAP Staff	94.00	127.25	221.25	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:	1	
Head Start Staff			0.00	Unfilled Positions
Pay Period				
Hours worked by Subs	-			
CSBG/CEAP Staff			0.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:	0	
Total Hours Absent Both Pay Periods	351.63	256.00		

LWOP Savings	\$	3,622.40	\$	14.15	256.00	\$14.15 average hourly rate
HS Sub Usage Expense	\$	-	\$	8.00	0	\$8.00 average hourly sub rate
Savings for both periods	\$	3,622.40				
Change in Potential Liability with Leave Earned and Used	\$	3,653.65				