



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 108 as of 6/22/2022

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	89	82	1	6	
CSBG/CEAP	19	17	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	196.00	93.75	289.75	Unfilled Positions 6
Pay Period 4/24 - 8/7/2022				
Hours worked by Subs 16.00				
CSBG/CEAP Staff	88.50	112.23	200.73	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	335.40	152.75	488.15	Unfilled Positions 6
Pay Period 5/8 - 5/21/2022				
Hours worked by Subs 64.00				
CSBG/CEAP Staff	59.51	107.88	167.39	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	679.41	466.61		

LWOP Savings	\$ 6,602.53	\$ 14.15	466.61	\$14.15 average hourly rate
HS Sub Usage Expense	\$ 640.00	\$ 8.00	80	\$8.00 average hourly sub rate
Savings for both periods	\$ 5,962.53			

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