



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 108 as of 7/19/2022

	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	91.00	0.00	91.00	Unfilled Positions 4
Pay Period 6/19 - 7/2/2022				
Hours worked by Subs	-			
CSBG/CEAP Staff	80.47	41.75	122.22	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	8.00	0.00	8.00	Unfilled Positions 4
Pay Period 7/3/ -7/16/2022				
Hours worked by Subs				
CSBG/CEAP Staff	126.69	23.34	150.03	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	306.16	65.09		

LWOP Savings	\$	921.02	\$	14.15	65.09	\$14.15 average hourly rate
HS Sub Usage Expense	\$	-	\$	8.00	0	\$8.00 average hourly sub rate
Savings for both periods	\$	921.02				

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