



Human Resources Report

Submitted by: Jim Howard - Human Resources Manager

Total Employee Count 96 as of 10/5/2024

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	76	76	1	4	
CSBG/CEAP	10	10	0	0	
Early Head Start	3	3	0	0	
ICP	7	7	0	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	772.25	362.50	1134.75	Unfilled Positions 4
Pay Period 9/1/2024 - 9/30/2024				
Hours worked by Subs	420.25	77.75		
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:		Requiring medical attention:	0	
Head Start Staff			0.00	Unfilled Positions 3
Pay Period				
Hours worked by Subs	-			
CSBG/CEAP Staff		0.00	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	850.00	362.50		

LWOP Savings	\$ 5,542.63	\$ 15.29	362.50	14.15 average hourly rate
HS Sub Usage Expense	\$ 4,202.50	\$ 10.00	420.25	\$10.75 average hourly sub rate
Savings for both periods	\$ 1,340.13			

Change in Potential

Liability with

Leave Earned and Used \$ 3,653.65