



# Matters

February 2025

*an internal employee newsletter*

## A Message From Our CEO

Hello Everyone,

What a few weeks we have had here at Homefull! From the chaos and uncertainty of the federal freeze, to the excitement of preparing for the opening of Gettysburg Grocery we continue to stay focused on serving people throughout all of our programs. Homefull continues to respond to the needs of our community, just like our founder Sister Dorothy intended over 36 years ago. In the coming months I will share with you all more information about changes on the horizon for Homefull as we continue in the spirit of our founders the tradition of responding to the needs of our community.

Please plan to join us at the Grand Opening on February 6<sup>th</sup> of our new Headquarters and Grocery. If you can't join us that day please stop by and shop at the Gettysburg Grocery any day and come upstairs to say hello!

Respectfully,

*Tina*

Tina M. Patterson  
CEO

## HR Updates

### Reminders

#### Pay Cycle

We have now switched from twice a month pay cycles to every other Friday. In January, we had our final bimonthly pay on January 15th (for Dec 16-31) and then our first every other week pay on January 24th (for Jan 1-11). Our next few paydayes are as follows:

- February 7th (for Jan 12-25)
- February 21st (for Jan 26-Feb 8)
- March 7th (for Feb 9-22)
- March 21st (for Feb 23-March 8)
- And then every other Friday after that.

#### Benefit Withholdings

With the move to ADP and the bi-weekly pay it was



initially determined that benefit withholdings would be spread over the 26 pay periods for the year. Upon further consideration and after confirming with ADP of the viability, benefit withholdings will be withheld from the 1<sup>st</sup> and 2<sup>nd</sup> pay check of each month.

With the bi-weekly pay periods, there will be approximately two times a year that you will receive a third paycheck. That paycheck will not have any benefits withheld. While we understand this is a change, it allows us to allocate expenditures and receipts in the appropriate month. We appreciate your patience as we work through these changing processes.

### **Our PTO is finally set up in the ADP system**

You can request PTO in the ADP website by following these steps:

1. Select Myself from the main menu across the top of the screen.
  2. Click on My Time Off to the left side of the menu that appears.
  3. A blue "Request Time Off" button should be a little ways down on the left. Click that button.
  4. Fill in the information for your PTO request: date(s), the time off policy is Paid Time Off, and then type in the number of hours of PTO you are requesting to use. Click Review.
  5. Then you will go to the review screen where you can add an optional note and double check that the dates and hours are correct.
  6. Edit if needed or if all is correct, click Submit.
- Please go ahead and get any pending PTO requests entered that you requested from your supervisor but were not able to submit in ADP.

Supervisors: you should receive a notification in your To Do list in ADP to approve/deny the request.

### **Tech Reminder**

As a reminder from All-Staff, Josh will be reaching out to you to conduct your annual laptop inspection. At this time, he will be updating your Outlook to include a two-factor authorization. Be on the lookout for any communication from tech! And as always, be sure to email [support@homefull.org](mailto:support@homefull.org) if you are experiencing any tech issues.

### **Helpful Resources**

Everhart Advisors, our retirement specialists, regularly posts educational materials to help us all increase our retirement and financial planning knowledge. Here's their latest article, titled "[Guide to a Financially Healthy New Year](#)".

## **It's Tax Season!**

If you signed up for your W2 to be electronic, you can log into your PAYCOR account to access a copy of your W2 for 2024. Navigate to Pay Stubs & Tax Docs, then select the Tax Documents tab. There you'll see a list of all W2s from your time with Homefull. You can print or save download and save it for future reference.



For the ADP system, please opt in now for an electronic W2 well ahead of next year's tax season. Once you log into ADP, navigate to the Myself menu option at the top of the screen, then select Pay & Tax Statements. A pop up box will likely show up to give you the option to select paperless. If not, scroll to the Go Paperless tile and click the button. Follow the prompts to opt in for a paperless W2 for next year.

## **Employee Shout Out!**



Shout out to the staff that volunteered to participate in local Point in Time counts! These individuals braved the cold and late night/early morning hours to help make sure folks who live on the street are counted:

**Katie Ryan, Matt Dean, Leanne Sack, Sam Kennedy, Andre Terrell, and Greg Laravie.**

Thanks for helping the local CoC in the PIT this year!

### Next Homefull Holidays

President's Day - Monday, February 17th  
PQI Day Off - TBD (Friday, February 28th)



### Employee Benefits - Perks

Homefull employees now have 2 ways to get extra perks and discounts just by being employed at Homefull:

1. **MB Perks** – we've heard about McGohan Brabender's perks program before (MB is our benefits broker) and these are available to all employees even if you don't participate in our medical insurances. There's info in Dropbox about this but you can also go to this link for more info on discounts at a variety of places from hotels to vacations (like Walt Disney World) and movie theaters to computer equipment.
2. **ADP** – now through ADP we also have access to Your Employee Discounts. You can find this and see additional discounts available by navigating to the Myself menu in the ADP online portal. And then select My Time Off. This page will show a "Your Employee Discounts" tile on the left side of the screen. Click the Explore Discounts button to find discounts for movie tickets, pet insurance, memberships at discount stores, car rentals, and more!

## GG's Grand Opening!!!

### **February 6th-8th**

Join us for food tastings, amazing deals,  
and more!

**Ribbon-Cutting Ceremony:**  
February 6th (10AM-12PM)

**Grand Opening Celebration:**  
February 6th - 8th  
(8AM-8PM)





2/5: Candy High  
2/6: Chrissy Brewer  
2/16: Jackie Tonn  
2/20: Harley Deck  
2/20: Ty Duong  
2/21: Angie Reno  
2/26: Justin Henderson



2/3: John Patterson – 11 years  
2/6: Chrissy Brewer – 2 years  
2/12: Juanita Griffin – 1 year  
2/12: Robert McGormley – 1 year  
2/16: Candy High – 26 years  
2/20: Mark Craig – 18 years



Homefull | 807 South Gettysburg Ave. Suite 201 | Dayton, OH 45417 US

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