



# Matters

November 2024

*an internal employee newsletter*

## A Message From Our CEO

Hello Everyone,

As you can imagine, the past few weeks have been extremely busy as we're beginning to transition from a construction mindset to operational. We've taken on new programs, have begun to move into our new headquarters (HQ), and have hired a lot of new staff in recent weeks. It's an exciting time for Homefull, but I know that winter is near and that many of our clients will face difficult times without our support. Let's please remember to be there for them when they need us most and may be struggling.

You'll be hearing about holiday plans soon, such as Adopt a Family and other events, so please be looking for that and assist the development team when and where needed.

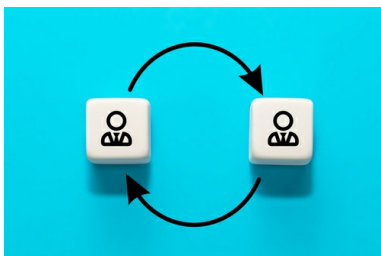
I look forward to seeing all of you at HQ in a few weeks!

Thank you for all you do!

*Tina*

Tina M. Patterson  
CEO

## HR Updates



### Reminders

**All Staff Meeting:** Please remember that we are having our end-of-year All Staff meeting at our new headquarters on Tuesday, November 19th. You'll be receiving more details soon!

**Benefit Renewals:** As we near the end of the year, we are preparing for benefit renewals. We'll have an update on any changes, including cost updates, at our annual All Staff meeting on 11/19. Open enrollment will occur shortly after that in order for staff to make any necessary changes for the 1st of the year.

**Paycor to ADP Transition:** We hope we got your attention...as mentioned in last month's newsletter, Homefull is transitioning from using Paycor for HR, payroll, timeclocks, and other functions, and will be moving to ADP. Currently, we are working with Paycor and ADP to move our records into ADP to ensure a smooth transition as possible. As we move further along in our transition behind the scenes, we wanted to give everyone more detail on the timeline.... We are aiming for this changeover to occur at the end of this calendar year. You

will continue using Paycor as is until December 15th. Starting December 16th, you will begin clocking in/out via ADP. This is because Dec 16th -31st is the first pay period that we'll be paid out of from ADP after January 1st. We will schedule training for all users and specific training for managers in the near future so stay tuned for that very important info!

**401K Annual Notices:** These will be released in November and you will receive a notice when they're available on the employee portal and/or in Dropbox.

### Staff Shout Outs

Thank you to everyone who helped with the move out of Dryden and into the new building - **Chandler, Tyler A., Willie, Brian,, Brandon, Roddy, Mikayla, and Shawn.**  
There's light at the end of the tunnel!



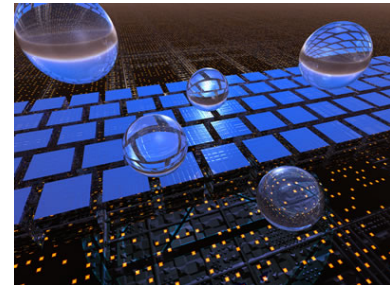
### Next Homefull Holidays

Thanksgiving - Thursday and Friday, 11/29 & 29  
PQI Day off - TBD

### Tech Reminder and Update

As a reminder, please send an email to [support@homefull.org](mailto:support@homefull.org) when you encounter a tech issue. You will get a response from either an Incito Solutions staff member, Tina Weaver or Theresa for assistance.

Great news! Incito has hired a replacement for our open IT Associate. His name is **Josh Flannery** and he started this week with a lot on his plate with the new building! Welcome Josh 2.0.



## Construction Updates

### One Step Completed...A Few More To Go

We are excited to announce that some of our administrative team has moved into the new offices on the 16 acre site. Better known as "HQ" we received occupancy for the office space late last month and will be moving staff into their new spaces in waves so we aren't too overwhelmed and our support vendors can manage the traffic.

Construction on the grocery continues as we're completing the installation and start up of all the refrigeration cases. Display shelving and racks are arriving, and we're working through all the operational "dominoes" that must occur in order to open. It will be a very busy place over the next few weeks.

We have our management staff hired, will bring on the remaining staff in the coming weeks, and we anticipate a soft opening sometime the first week of December. We hope to see all of you shopping when that happens!



## Let's Celebrate



11/2 – Brittany Dawson  
11/3 – Robert McGormley  
11/6 – Matt Dean  
11/8 – Willie Lindsey  
11/9 – Jenny Crabtree  
11/15 – Paige Jackson  
11/21 – Betty Coleman  
11/22 – Sam Vacca  
11/28 – Danielle Lyons  
11/29 – Magen Legge  
11/30 – Chandler Patterson  
11/30 – Lee Wagner



11/15 – Theresa Nolan – 12 years  
11/18 – Katie Ryan – 4 years



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