WELCOME TO FAITHBRIDGE · NEW EMPLOYEE GUIDE

Your First 30 Days

We're so glad you're here! Use this page to get set up and settle into your role.

Get set up

Log in to Paycom (ESS Dashboard) and complete any remaining new-hire tasks and benefit enrollments.

Clock in and out daily: Time Management → Web Time Clock → **IN DAY** when you arrive, **OUT DAY** when you leave. Missed a punch? Submit a punch change request for your supervisor to approve.

Set up Outlook: add your email signature and a one-minute send delay (steps on the New Hire Resources page).

Review the Safe Ministry Policy. Remember the Rule of 3: never be alone with a minor, and meet in open, visible spaces.

Get connected

Join Stafflink every Tuesday at 10:00 a.m. (except the first Tuesday of the month) for worship, prayer, and God sightings from every ministry.

Learn your Insights colors. Check out the Color Insights Wheel in the breakroom and the nameplates on team doors.

Look at the 2027 holiday calendar on the staff portal and plan ahead for time off.

Recognize a teammate through Illuminate: staff portal → Recognition.

Set your direction

Meet with your manager to set your performance goals within your first 30 days.

Know the review cycle: Performance Reviews Jan 25–Feb 21 · Midyear Reviews July 5–18 · Benefits Open Enrollment Nov 15–29.

Check in with HR about anything that's still unclear. No question is too small!

2027 HOLIDAYS · OFFICE CLOSED

Jan 1 · New Year's Day	Sept 6 · Labor Day
Jan 18 · MLK Day	Nov 24–26 · Thanksgiving
Mar 15 · Spring Break (Alt)	Dec 25 · Christmas (Alt)
Mar 29 · Easter Refill	Dec 27–31 · Christmas Refill
May 31 · Memorial Day	July 4 · Independence Day (Alt)

Alt = alternate holiday: if you don't work on a scheduled holiday, use it within 60 days.

Request time off

1. Paycom → **Time-Off Requests**
2. **Request Time-Off** → click **+**
3. Enter hours and type (PTO, Alt Holiday, etc.)
4. Add a reason → **Add Request**

Your supervisor approves all requests. Sun–Thu staff taking a weekend off: submit two requests, one on each side of the weekend.

Your PTO

Use it for anything you want! Check your balance at Paycom → Time-Off Requests → **Time-Off Balances**. Up to 80 hours roll over each year.

Where to find it

Staff portal (holiday calendar, recognition)
faithbridge.org/staffportal
Password: **strongertogether**

Pay, time, PTO
Paycom

Tech support
BEMA on site, Mon, Tue & Thu, 8:30 a.m.–5:00 p.m.

Health insurance
Blue Cross Blue Shield

Dental, vision, life, disability, 403(b)
GuideStone (contribute 2%, Faithbridge matches 4%)

MERP & FSA
Flores

Dress code
Business casual. Jeans are fine!

QUESTIONS? YOUR HR TEAM

Brooke Herrington · 832–294–5873 · brooke.herrington@faithbridge.org
Tabitha Paccione · 562–387–3248 · tabitha.paccione@faithbridge.org

We exist to make more and stronger disciples of Jesus Christ who make more and stronger disciples of Jesus Christ.