HPC Staff Resources

Paylocity

- Paylocity is the software used for payroll and HR tools. This is where your timesheet, time off requests and balances, and tax forms are housed.
- *Contact Person: Kate LeBlanc*
- access.paylocity.com
- Used by all staff

Microsoft: OneDrive, SharePoint, Outlook, etc.

- Software used for email, file storage and sharing, etc.
- Your healingplacechurch.org email and password will grant initial access to all software components.
- *Contact Person: JR Dunz*

Staff Text / Email

- Staff communication.
- *Text Contact Person: Amanda Schafer*
- *Email Contact Person: JR Dunz*
- JR will setup an email address/account.
- Communication Team will setup a profile in our text software. A welcome text will be sent to establish communication. DO NOT reply stop.

Staff Works: Calendar, Design, Communication, Finance

- This is where forms and requests are housed. Requests for calendar (facility), communication, app updates, graphics, print/signage, videos, Cooking for Christ, photography, IT support, and equipment repair.
- healingplacechurch.org/works
- Used by all staff

Leadr

- Development software used for 1 on 1s, team meetings, and goal tracking.
- *Contact Person: HR Team*
- HR will setup your account.

Ramp

- Software used for ministry spending through your Ramp card.
- *Contact Person: Finance Team*
- If a card is needed, Finance will order one and setup an account.

HPC Staff Resources

Google Big Picture Calendar

- Calendar used for all HPC events and ministry moments.
- *Contact Person: Tanner Schafer*
- Tanner can give access to the calendar if needed.
- Used by all staff

Sage

- Software used for ministry spending that is not your Ramp card. This will include creative invoices, checks, contract labor, etc.
- *Contact Person: Finance Team*
- An account will be setup for you by Finance Team.

CCB

- Communication platform used for communication to church members. This is also the platform used for check-in for events and childcare.
- *Contact Person: Christina Martin*
- A user profile can be created. Any further access can be setup by Christina.

Planning Center

- Software used for scheduling and planning services. This is where order of services are created and teams are scheduled.
- *Contact Person: John Tillman*
- John or someone from his team can set up an account and grant access accordingly.

Asana

- Asana is the software used for communication, workflow, and planning.
- *Contact Person: Amanda Schafer / Kristen Branham*
- Kristen or Amanda will set up new user accounts.