



HUMAN RESOURCES

THE COVENANT SCHOOL
2025-2026



HUMAN RESOURCES

- Recruitment
- Onboarding
- Job Descriptions
- Employment Contract
- Compensation and Benefits
- Performance Management
- Worker's Compensation

Brandt Wright

Assistant Head of School for Finance and Operations

bwright@covenantdallas.com

Joe Brogdon

Controller

jbrogdon@covenantdallas.com



EXPONENTHR

- Update personal information
- Employee directory
- Organizational chart
- Benefit selections
- Performance evaluations
- Record professional development hours
- Submit expense reimbursement request
- View and retrieve monthly pay stubs
- View and retrieve annual W-2



EXPONENTHR



Brandt Wright

Personal

Management



Dashboard



My Info



Time and Pay



Company



Benefits



Quick Links



Log Out



Personal View > My Info > Employee Personal Record

Employee Personal Record

Employee Information



Name Wright, Brandt C
ExponentHR ID X00069
Social Security # ###-##-####

Employment Status Active
Empl # 0469

Display All

Expand All

Collapse All

Personal Information

First Name Brandt

Middle Initial C


Last Name Wright

Nickname

Birth Date mm/dd/yyyy



MY INFORMATION

**Brandt Wright**

Personal

Management

Dashboard


My Info

Time and Pay

Company

Benefits

Quick Links



Log Out

Personal View > My Info > Employee Personal Record

Employee Personal Record

Employee Personal Record

Change My Information >

Performance Management

My Job Description

Message Center

Onboarding

Change Personal Information

Change W-4

Change Direct Deposit

Correct Form I-9

Change Password / Security Settings

Change Secondary Login

Electronic Tax Forms Opt Out

ExponentHR Text Alerts Opt-In/Out

View Recent Changes

Employment Status Active

Empl # 0469

Display All

Expand All Collapse All

Personal Information

First Name Brandt

Middle Initial C

Last Name Wright

Nickname

Birth Date mm/dd/yyyy




MY INFORMATION

Direct Deposit Information - Current

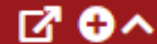



Regular Pay Checks - Direct Deposit

Status	Bank Name	Type	RTN	Acct # 	Method	Amount
Active	Bank of America	Checking	111000025	#####	Entire Pay Check	

Supplemental Checks - Same as Regular Check

Prof. Dev. Record 24-25



Select One	Title	Description	Date Attended	Completed Hours	Approved By	Approval Date
 Onsite PD	Performance Management Training	Performance Management Training for Reviewers and Contributors	01/22/2025	1	B. Wright	01/22/2025

Prof. Dev. Record 25-26



Select One	Title	Description	Date Attended	Completed Hours	Approved By	Approved Date
 Onsite PD	Test	Test Description	07/07/2025	8	M. Hill	06/30/2025



TIME AND PAY

Brandt Wright

Personal

Management

Log Out

Personal View > Dashboard Configure Dashboard

Employee Dashboard

Dashboard

My Info

Time and Pay

Company

Benefits

Quick Links

My Alerts

Report Leave

Report Expenses

Check Stubs

YTD Pay Summary

Paid Leave Summary

Total Compensation

Garnishments

Arrearages

t - 2025						
W	T	F	S			
30	31	1	2			
6	7	8	9			
13	14	15	16			
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Pay Date

Company Holiday

Bank

Expense Reports

Expense Reports Updated in Last 30 days.

Expense #000689

\$0.00

EHR Notices

Routine System Maintenance

Paid Leave

Balances

Requests

VACATION

PERSONAL DAY

96 hrs available

56 hrs available

Request Leave

Estimate Leave



COVENANT

Brandt Wright

Personal

Management

Log Out

Personal View > Dashboard Configure Dashboard

Employee Dashboard

Dashboard

My Info

Time and Pay

Company

Benefits

Quick Links

My Alerts

Pay Calendar

Employee Directory

Org Chart

Company Locations

HR Contacts

Job Opportunities

Forms & Resources

Calendar for April 2025

W	T	F	S
30	31	1	2
6	7	8	9
13	14	15	16
17	18	19	20
24	25	26	27
31	1	2	3

Pay Date

Company Holiday

Bank

Expense Reports

Expense Reports Updated in Last 30 days.

Expense #000689

\$0.00

EHR Notices

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BENEFITS


**Brandt Wright**


Personal


Management


 Dashboard


 My Info






 Time and Pay


 Company

 **Benefits**


 Quick Links




Log Out     

Personal View > Dashboard  Configure Dashboard


Employee Dashboard

 My Alerts

 Pay Calendar

August - 2025

	W	T	F	S
	30	31	1	2
	6	7	8	9
	13	14	15	16
	20	21	22	23
	27	28	29	30
	3	4	5	6

any Holiday 

Current Elections

Report a Life Event

New Enrollment

Open Enrollment

Dependent Information


General Information

Plan Information

401(k) Elections


Retirement Resources


Terms of Use


 Expense Reports

Expense Reports Updated in Last 30 days.

Expense #000689 \$0.00

 EHR Notices

 Routine System Maintenance


 Paid Leave


Balances

Requests

VACATION

PERSONAL DAY

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 56 hrs available

Request Leave

Estimate Leave



BENEFITS

Covenant Provides

- Medical Plan - 100% of employee's premium
 - Health Savings Account - \$900 per year
 - Health Reimbursement Arrangement - \$2,800
- Telemedicine Plan
- Retirement Plan - 4% match
- Life Insurance Policy - \$50k
- Short-term Disability – 60% of earnings
- Long-term Disability - 66% of earnings

Voluntary Options

- Dental, Vision, Accident, Cancer, Critical Care



EMPLOYEE HANDBOOK

- **Review by September 1**
- Schedule
 - School Year
 - Summer (June/July)
- Statements of Faith and Beliefs
- Student Safety
 - **Complete MinistrySafe Training by September 1**



EMPLOYEE HANDBOOK

Work Place Commitments

- Employee Relations
- Conflict Resolution
- Discrimination
- Harassment
- Sexual Harassment
- Privacy
- Whistleblower Policy

Joe Brogdon, Controller

jbrogdon@covenantdallas.com

Extension: 4516



EMPLOYEE HANDBOOK

Professional Conduct and Personal Behaviors

- Drug and Alcohol Usage
- Smoking
- Outside Employment
- Appearance and Dress Code
- Social Media Usage
- Cell Phone Usage
- School Equipment Usage



PAID TIME OFF

- Personal / Sick Days
 - Part-time: 5 days
 - Full-time: 7 days
- Vacation Days
 - Full-time, 12 month: 12 days
- Requests and approvals
 - ReadySub



LUNCH PROGRAM

GUESS WHO'S
COMING TO DINNER?
CATERERS



- \$2 lunch for staff only
- No negative balances
- For more information, visit <https://www.jotform.com/app/231436643984161>.



HUMAN RESOURCES

We are here for you!

Remember to ask for help!



HUMAN RESOURCES

QUESTIONS