

# HQ

- [Leadership & HR Contacts](#)
- [Key Links](#)
- [HR Forms](#)
- [Team Member HQ](#)
- [Team Member Handbook](#)
- [2024 Payroll Schedule](#)

# Leadership & HR Contacts

Contact	Phone	Notes/Email	Contact
HR Team	502-323-5345	option 2, then option 1	HR
Scott Bruzek, HR Director	502-323-5345	scott.bruzek@vividimpact.com	HR
Carmen Jeter, HRBP & EHS Leader			
Olivia Bentley, Payroll	502-323-5617	olivia.bentley@vividimpact.com	HR
Dena Milliner, Controller	502-323-5227	dena.milliner@vividimpact.com	HR
Sam Campitella, President	502-323-5298	sam.campitella@vividimpact.com	Leadership
Brandon Boyers, CMO	502-323-5341	brandon.boyers@vividimpact.com	Leadership
JC Wilkinson, CFO	502-323-5344	jc.wilkinson@vividimpact.com	Leadership
Craig Rogers, Wide Format	502-323-5359	craig.rogers@vividimpact.com	Leadership
Danyel York, Fulfillment	502-323-5153	danyel.york@vividimpact.com	Leadership
Barry Kaufman, Fulfillment	502-323-5620	barry.kaufmann@vividimpact.com	Leadership
Dustin Viehmann, Press & Bindery	502-323-5235	dustin.viehmann@vividimpact.com	Leadership
Jen Von Almen, On Demand & Est/Purch	502-693-4324	jen.vonalmen@vividimpact.com	Leadership
Kevin Dockery, Project Mgmt	502-323-5323	kevin.dockery@vividimpact.com	Leadership

Rob Ross, Technology	502-323-5340	robert.ross@vividimpact.com	Leadership
Tim Rodono, Creative & Ecommerce	502-323-5352	tim.rodono@vividimpact.com	Leadership

# Key Links

## Company Links

[Vivid Impact Website](#)  
[Vivid Impact Email](#)  
[Job Manager](#)  
[Vivid Learning Academy](#)  
[Maintenance Request](#)

## Payroll & HR

[Submit an HR Case](#)  
[PayFwds Payroll](#)  
[Voya Financial 401k](#)  
[Vivid Learning Academy](#)  
[Submit a Referral Request](#)  
[HR/Payroll Forms](#)

## Benefits

[Humana - Medical, Dental & Vision Insurance](#)  
[Go365](#)

# HR Forms

<b>HR Help</b>	<p><a href="#">HR Help Form - Create Case</a> Use this form submit an HR Case and request information or get HR help Need Immediate assistance? Call 502-495-6900 option 2</p> <p><a href="#">Team Member Referral Notice</a> Submit a request for credit for referral of a new hire. Please note this is NOT a guarantee of the person hired, and the company's standard hiring procedures will be followed for all applicants.</p>
<b>Team Member Handbook</b>	<p><a href="#">Download Team Member Handbook</a> (Rev 7.10.23) <a href="#">Download TM Handbook Signature Page</a> (Rev 7.10.23)</p>
<b>New Hire, Payroll, &amp; Tax Forms</b>	<p>Direct Deposit &amp; HSA Update Form: <a href="#">Vivid Impact Direct Deposit Form fillable 02.23.pdf</a></p> <p>Drug Screen Authorization Form for New Hires: <a href="#">Fastest Labs_DrugScreenAuthorizationForm 2023.pdf</a></p> <p>BaptistWorx DOT Medical Card Authorization Form</p>
<b>Tax Forms</b>	<p>Federal Tax Withholding: <a href="#">IRS Form W-4</a></p> <p>State Tax Withholding Forms: Indiana: <a href="#">IN WH-4 (9-22) Fillable.pdf</a> Kentucky: <a href="#">K-4.pdf</a> Florida: No Form Required Georgia: <a href="#">G-4.pdf</a> Ohio: <a href="#">OH IT-4.pdf</a></p>
<b>Insurance Forms</b>	<p><a href="#">Enroll in Benefits</a> <a href="#">Add Qualifying Life Event to change insurance</a></p> <p><a href="#">Guardian Life Insurance Beneficiary Change Form</a> <a href="#">Guardian Short Term Disability Claim Form</a></p>

<b>Voya 401k Forms</b>	<a href="#">Enrollment Brochure</a> <a href="#">Rollover to Voya Form</a> <a href="#">Voya Beneficiary Update Form</a>
<b>Benevolent Fund</b>	<a href="#">Team Member Benevolent Fund Grant Application.pdf</a> <a href="#">Benevolent Fund Authorization &amp; Waiver Form 2023.pdf</a> (Enrollment Form)
<b>Family &amp; Medical Leave Act</b>	<a href="#">HR Help Form - Create Case</a> Please note that you are requesting FMLA and HR will get the appropriate documentation to you.
<b>Team Member Print &amp; Design Request</b>	<a href="#">Submit a request for design/print work for your personal use</a> (do not use for Vivid Internal or Community Outreach jobs)
<b>Community Outreach Request</b>	Have an event or program you would like Vivid Impact to sponsor or partner with? Would like to make a request for in-kind work to be produced? Complete the <a href="#">Community Outreach/Donation/Sponsorship Request Here</a>
<b>Non-Employee Building Access Request</b>	<a href="#">Non-Employee Building Access Request (smartsheet.com)</a> Only Team Members and Authorized Visitors may be issued a key fob/card. To request access for a vendor, partner, or service provider, please complete this form. Please provide at least 2 business days notice prior to when the credential is required.

hr forms

human resource forms

# Team Member HQ



**Vivid Impact**

*...be brilliant.*

HR Help

502-495-6900 ext 2

[hrhelp@vividimpact.com](mailto:hrhelp@vividimpact.com)

## **Human Resources Quick Links:**

**[Submit an HR Request](#)**

**[HR Forms](#)**

**[Benefits](#)**

**[Submit a Safety Concern](#)**

**[Team Member Handbook](#)**

**[Company Holidays](#)**

**[Pay Dates](#)**

**[Careers Site / Open  
Positions](#)**

## **Key Links:**

**[Company Newsletters](#)**

**[PayFwds Login](#)**

**[Pace Login](#)**

**[Voya 401k Login](#)**

**[Benefits Login](#)**

***Coming Soon:***

**[Knowledgebase - Login Required](#)**



<ul style="list-style-type: none"><li>• <b>Vivid All</b></li><li>• <b>Manufacturing</b><ul style="list-style-type: none"><li>◦ Fulfillment</li><li>◦ Bindery</li><li>◦ On Demand</li><li>◦ Estimating/Planning</li><li>◦ Purchasing</li><li>◦ Press</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Creative</li><li>• E-Commerce</li><li>• Project Management<ul style="list-style-type: none"><li>◦ Commercial</li><li>◦ C-Store/Retail</li><li>◦ Healthcare</li><li>◦ Spirits</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Accounting</li><li>• HR</li><li>• Technology</li></ul>
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# Team Member Handbook

**[Download Team Member Handbook HERE](#)**

**[Download Team Member Handbook Signature Page  
HERE](#)**

# 2024 Payroll Schedule

[Back to Home](#)

## 2024 Pay Dates

Vivid Impact pays team members **biweekly, every other Thursday**, for a total of 26 pay periods in the year.

Below are the 2024 pay dates:

- January 4th
- January 18th
- February 1st
- February 15th
- February 29th
- March 14th
- March 28th
- April 11th
- April 25th
- May 9th
- May 23rd
- June 6th
- June 20th
- July 3rd (Wednesday due to 4th of July Bank Holiday)
- July 18th
- August 1st
- August 15th
- August 29th
- September 12th
- September 26th
- October 10th
- October 24th
- November 7th
- November 21st
- December 5th
- December 19th