

WELCOME TO TEAM  
 ATLAS



# Agenda

- Snapshot of the Mother Ship  
*(Advantage Sales & Marketing, LLC d/b/a Advantage Solutions)*
  - Digital Technology Solutions & Services
  - Atlas Corporate Profile
- Benefits
  - Pay Periods
  - Insurance
  - 401(k)
  - Paid Holidays
  - Vacation Days
  - Floating Vacation Days
  - Sick “Daze”
- Associate Resources
  - ASM Connects
  - US Benefits
  - Perkspot
  - MyOracle
- Social Media Policy
- Key Contacts and Links



# The Mothership

- Leading Agency Specializing in *Fast Moving Consumer Goods*
- Headquartered in Irvine, CA
- Began in 1987
- 150,000 Associates Operating in 44 Countries
- Acquired Atlas in 2008

Advantage is a leading business solutions provider committed to driving growth through winning insights and execution. Advantage's customizable and technology-enabled sales and marketing solutions -- including headquarter sales, retail merchandising, business intelligence, and a full suite of marketing services -- are designed to help manufacturers and retailers across a broad range of channels drive consumer demand, increase sales, and achieve operating efficiencies. Headquartered in Irvine, Calif., Advantage has offices throughout the United States and Canada and maintains a platform in select markets throughout Africa, Asia, Australia, and Europe through which it can service global needs of multi-national manufacturers.



**David Cortese**

President, Digital Technology Solutions & Services  
<https://www.advantagesolutions.net/who-we-are/leadership>

**Analytics and Intelligence**

**Product Selling and Enforcement**

**Content Management & Syndication**



Retailer-Data Business Intelligence



eCommerce ERP Business Analytics Team



1P Selling



3P Selling



Content Production



Content Syndication

# Atlas Corporate Profile

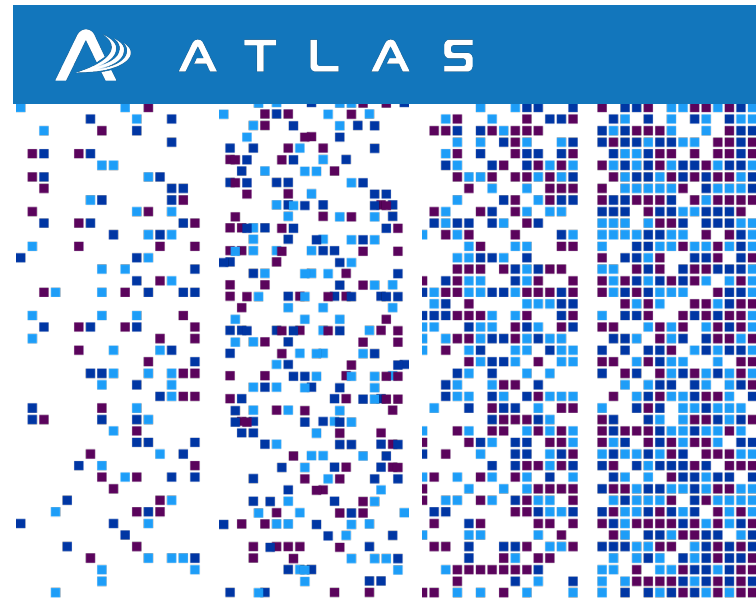
- On-Site Team of 85 Members
- Custom Software Engineering – Tech First
- Enterprise Solution
- All Channels, 15 Countries, 38 Retailers
- 145+ Customers
- 1500+ databases



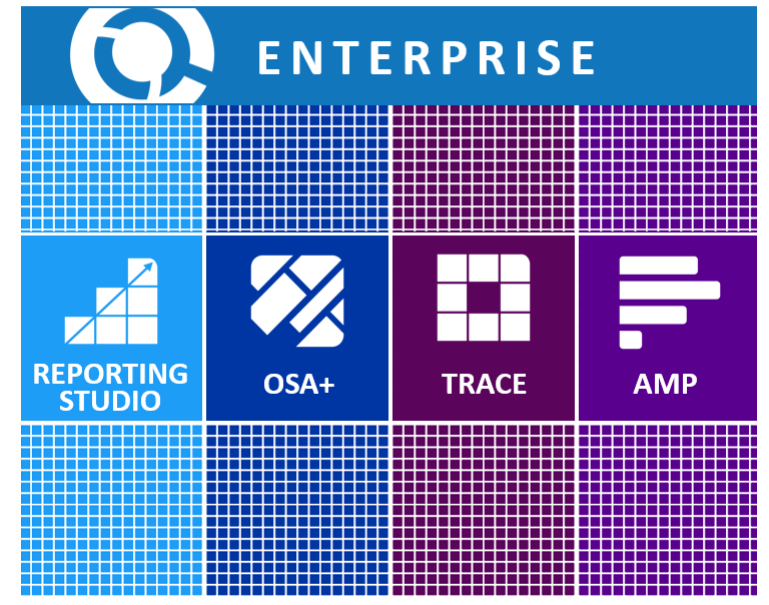
# Extracting Insights from Disparate Data Points



DATA HARMONIZATION  
AND ANALYTICS



ACTIVATION AND  
AUTOMATION



Improve decision-making by maximizing value from all information assets

# Your Leadership Team



John Maise  
*CEO*



Pat Lockridge  
*President*



Shawn Beckwith  
*EVP, Operations*



Dan Lyons  
*EVP, Sales*



Jeff Rice  
*VP, Marketing*



Sean Cline  
*Sr Director, Client Services*



Nathan Helton  
*Director of App Dev*



Tony Curtis  
*Director of Shared Services*



Aaron Hecksher  
*Director of Innovation*

[Click here](#) for Bios



# ATLAS

## BENEFITS





# If this is not just a Hobby...

- Biweekly Pay-Periods (26 pay periods per year)
- Up-to-Date (We do not pay in the “rears”)
- Your 1st Payroll Check will be Mailed



# The Bennies

- 401(k) Savings Plan
- Medical, Dental and Vision Insurance
- Life Insurance
- Long- and Short-Term Disability
- Flexible Spending Accounts
- Time Away
- Holidays
- Business Travel Insurance
- Life-Assistance Program
- Critical Illness, Accident and Whole-Life Plans

# More about Your Bennies

## Health Care

CDHP | Consumer Driven Health Plan  
HAS | Health Savings Account  
PPO | Preferred Provider Organization



Note: Medical coverage starts the 1<sup>st</sup> month following your 30 days of employment.

For Example

If your hire date is January 15, you would begin coverage March 1st.

*(Jan 15 – Feb 12 = 30 Days) so coverage begins the month following your 1st 30 days, or March in this case*

CDHP  
with Enhanced HSA

CDHP  
with Basic HSA

PPO  
Bronze Plan

PPO  
Traditional Plan

### Health Savings Account Contributions *For CDHP Plans Only*

Coverage Tier	Advantage Annual Contribution	Your Maximum Contribution	IRS Contribution Limits (Total Combined Contributions)
Associate	\$400	\$3,000	\$3,400
Associate + Dependents	\$900	\$5,850	\$6,750

# Life Insurance

Advantage provides Associates with Basic Life and Accidental Death & Dismemberment Insurance, at no cost to the Associate

- Associates with loved ones that depend on their income for support can get additional Voluntary Life and Accidental Death coverage
- Active full-time Associates are eligible to receive Life Insurance coverage of 100% annual salary at no cost
- Associates can elect additional coverage in increments of \$10,000
- Will preparation Services, Free through ARAG Services



# 401(k)

Eligible to begin contributions after 1,000 hours of service within one year

- Third-Party Principal
- Vesting | Associate Contributions  
Associates are always 100% vested in the value of their contributions, subject to any investment gains or losses.



- Vesting | Employer Matching Contributions  
Advantage will match 50% of the first 6% of your pay that you contribute to the plan annually (Includes pre-tax 401(k) and post-tax (Roth 401(k))).

- Vesting for these contributions adhere to schedule below:

Year 1	Year 2	Year 3	Year 4	Year 5
0%	25%	50%	75%	100%

# Paid Holidays and Floating Holidays

Holiday	Day of the Week	Date
New Year's Eve	Tuesday	December 31, 2018
New Year's Day	Wednesday	January 1, 2019
Martin Luther King Day	Monday	January 20, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Thanksgiving	Thursday	November 28, 2019
Day After Thanksgiving	Friday	November 29, 2019
Christmas Eve	Tuesday	December 24, 2019
Christmas Day	Wednesday	December 25, 2019

In addition to these holidays, Associates earn “Floating Holidays” based on the schedule below:

Hire/Transfer Date	Number of Floating Holidays Awarded
January – April	3 Days
May – August	2 Days
September - December	1 Day

# Vacation Days

Newly hired, regular full-time associates become eligible to accrue vacation time upon the conclusion of the 90-day introductory period. The amount of vacation hours full-time associates are eligible to accrue each calendar year increases with the length of their employment as shown in the following schedule.

Calendar Years of Service	Daily Accrual Rate	Maximum Accrual per Calendar Year
Year 1*	.219	60 Hours
Years 2 - 4	.219	80 Hours
Years 5 - 9	.329	120 Hours
Years 10 and more	.438	160 Hours

\* The calendar year in which your employment begins



# Sick-Daze

Newly hired, regular full-time Associates become eligible to receive sick-time compensation upon the conclusion of 90 days of service<sup>1</sup>

## Schedule for Sick-Time Eligibility<sup>1</sup>

Initial Calendar Year <sup>2</sup>	Subsequent Calendar Year
Sick-Time Awarded (after 90 days of service)	Sick-Time Awarded for Year 2 and Beyond
40 Hours	40 Hours

<sup>1</sup> Except as otherwise required by law

<sup>2</sup> Calendar-year is considered the year in which the Associate's employment begins







 **ATLAS**  
**RESOURCES**

# Gonna Get Well Connected


You should have received an email from ASM with login information.

Mon 1/4/2016 2:01 PM  
Connie Williams <connie.williams@advantagesolutions.net>  
Welcome to Connects!

To: Ashley Miller

Action Items + Get more add-ins

Please do not respond to this message, it comes from an unattended mailbox



Ashley,  
Welcome to Connects!  
Connects is Advantage Solutions' intranet portal used for collaboration and communication. Connects is where you will find the latest news and information, training materials, and much more. To access Connects, simply go to [www.asmconnects.com](http://www.asmconnects.com) and login using the credentials below:  
Username: [ashley.r.miller](#)  
Password: [Today832](#)

**Use these credentials for the next 24 hours.** After that time, you should change your password by going to <https://password.asmnet.com/>. Please follow the guidelines listed on the Password Change web site when choosing your new password. Keeping your password confidential is one of the most important things you need to do to help keep all Advantage systems secure. It is not appropriate to display passwords on your keyboard or laptop. Your confidential password should not, under any circumstances, be shared with anyone. This includes members of the IT staff, administrators, supervisors, other co-workers. Advantage's Password Policy has very clear and specific Password Protection Guidelines: "Passwords should be treated as confidential information. No associate is to give, tell, or hint at their password to another person, including IT staff, administrators, superiors, other co-workers, friends and family members, under any circumstances." We encourage you to visit Connects as often as possible to stay "connected" with everything going on in our company.

Thank you,  
Advantage IT Department

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Please do not respond to this message  
Questions and comments should be processed directly through the Advantage Support Center  
<https://helpdesk.asmnet.com>  
1-888-900-4ASM (4276)

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**Frequently Asked Questions**

**Will I be able to use my initial onboarding password?**  
No, you should not use your onboarding password that was given during your initial application with Talent Acquisition.

**Will I be required to change my password?**  
Yes. You will be required to change your password every 90 days in accordance with our company Password Change Policy. If your password has expired and you attempt to access one of our systems, you will be sent to our Password Change website prior to being able to log into the system.

- Advantage Anonymous Reporting Hotline
- Associate Resources
- Advantage Sustainability
- AdvantageSolutions Website
- US Benefits
- Best Practices
- Corporate Comm
- Key Contacts
- Leave of Absence
- Accommodations
- Locations
- Policies & Procedures
- Retail Safety
- Safety
- Workplace Accommodations
- Work Compensation Information
- Field Manager Playbook
- Associate Tools
- Departments
- System Links
- MyOracle
- TMP
- JET
- JET For Managers
- Knowledge Base

## 2019 OPEN ENROLLMENT

Open Enrollment begins October 29th and ends November 9th

You can choose from a variety of health plans to support your overall health and wellness.

[Learn more >](#)



Invest in Yourself  
**Join the 401(k)**

Don't leave money on the table.  
Start contributing.



Find In-Network Providers  
**(& Pharmacies)**

Save time and money.



Keeping  
**Costs Low**

Use Castlight to shop for health care.



PerkSpot  
**Can Save You Money**

- MUST SIGN UP WITHIN 30 DAYS OF EMPLOYMENT!



Be sure to checkout Castlight

*Health navigation simplified*

# PerkSpot. Employee Discount Program

HUMAN RESOURCES | MY BENEFITS

Hi, Jeffrey

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**Find In-Network Providers  
(& Pharmacies)**

Save time and money.

**Keeping Costs Low**

Use Castlight to shop for health care.

Receive discounts and notifications on specific categories based on your personal interests.

### Perks Built for You.

We want to show you stuff you care about. Use the savings finder tool to help us find discounts that fit you.

[Clear Selections](#)

Travel	Electronics	Tickets & Entertainment	Cell Phones & Plans	Health & Gyms
Auto Buying	Automotive	Food	Home & Garden	Apparel
Insurance & Protection Services	Sports & Outdoors	Finance	Beauty & Fragrance	Books, Movies & Music
Perks	Education	Flowers & Gifts	Hobbies & Creative Arts	Cable & Home Services
Watches	Office & Business	Pets	Real Estate & Moving Services	Toys, Kids & Babies

### PerkSpot Can Save You Money

Find thousands of exclusive discounts and perks from name brand merchants, such as gyms, travel, and other everyday purchases.

[Learn more >](#)

<p><b>Asics Women Gel Nimbus Running Shoe</b> Patented gel sole absorbs shock while running and working out!</p> <p><a href="#">Shop Now &gt;</a></p>	<p><b>Red Dead Redemption 2, with 3 Month Xbox Live</b> Grab your copy of Red Dead Redemption 2 and get Xbox Live for free for 3 months!</p> <p><a href="#">Shop Now &gt;</a></p>	<p><b>Apple White EarPhones with Remote and Mic</b> Great to have as a backup pair! Choose from 3.5mm jack or lightning cable.</p> <p><a href="#">Shop Now &gt;</a></p>	<p><b>Comfort 4 Piece Hypoallergenic Deep Pocket...</b> Look forward to sleeping on luxurious hypoallergenic sheets!</p> <p><a href="#">Shop Now &gt;</a></p>
<p><b>KitchenAid Stand Mixer 5-QT</b> The best mixer on the market and perfect for all your baking needs! Available in multiple colors.</p> <p><a href="#">Shop Now &gt;</a></p>	<p><b>Ultra Soft Down Alternative Comforter</b> What's better than getting cozy under a blanket? If that blanket was lightweight down alternative.</p> <p><a href="#">Shop Now &gt;</a></p>	<p><b>Walgreens Beauty Sale</b> 15% off \$40 or more! Save on everything from night creams to serums and sunscreen!</p> <p><a href="#">Shop Now &gt;</a></p>	<p><b>Udemy Flash Sale!</b> Udemy is discounting their classes at just \$10.99!</p> <p><a href="#">Shop Now &gt;</a></p>

# Other Useful Tools and Resources



Tools	Resources
Advantage Anonymous Reporting Hotline	Advantage Anonymous Reporting Hotline
Associate Resources	Associate Resources
Associate Tools	Advantage Sustainability
Advantage Employee Referrals	AdvantageSolutions Website
Advantage Mileage Expense System	US Benefits
Advantage Web Email	Best Practices
Campbell Travel	Corporate Comm
Career	Key Contacts
Carpool Finder	Leave of Absence
Chamberlain Marketing (logo merchandise)	Accommodations
CLC Website	Locations
Concur Expense Report System	Policies & Procedures
Eagle Press Link (Business Cards)	Retail Safety
TMP (formerly enCompass)	Safety
Guy Brown Toner	Workplace Accommodations
Helpdesk	Work Compensation Information
iCIMS	Field Manager Playbook
ECRM-Marketgate	Associate Tools
Mileage Automation Program (MAP)	Departments
Oracle E-Business Site	System Links
Rewards & Recognition	MyOracle
Staples Link (Office Supplies)	TMP
Strategic Sales ECM	JET
SWABiz	JET For Managers
Technology Training	Knowledge Base

The screenshot shows the MyOracle user interface. At the top, there is a navigation bar with the Advantage Solutions logo, a search bar labeled 'Find People', and user profile information. Below the navigation bar is a 'Welcome' section with a 'FULL WORKLIST' link. The worklist area states 'There are no Worklist actions for you.' Below this is a 'Quick links' section with icons for Payslips, Timeoff Request, Direct Deposit, Tax Form, and Benefits Enrollment. A 'Getting Started' section provides a link for help and lists 'MyOracle ESS' and 'MyOracle MSS'. At the bottom, it says 'Need assistance? Contact the Associate Service Center at 1-888-900-4276.'

**Welcome**

To assist with the transition to MyOracle, just click on the 3 Bars on the top left corner. Select "Advance Menu" on the bottom left side of the page if you would like to revert to the original Oracle view.

Dear [Name],

We hope you enjoy the new look and navigation enhancements of MyOracle. We have listened to your feedback and are pleased to bring you this new release.

Here are some highlights to take note of.

- Menu items are now listed along the top of the page.
- Click on the 3 Bars for left side menu display.
- Quick Links are available to take you to popular areas easily.
- Searches no longer require a wildcard %.
- Time Away Accruals and Day's Taken views enhanced.
- Life Status Changes are just a click away.
- Fewer clicks and steps throughout.
- Easier Navigation.
- No more Flash! This enhancement allows you to use any device.
- Mobile offerings coming your way soon!

We hope you enjoy the new look!

# A Few Words on Social Media

## Policy

Please do not post confidential or proprietary information about the Company; its Business Partners; or its current, former, or prospective Associates.

## Please...

Follow Atlas on [LinkedIn](#)

Subscribe to our [YouTube Channel](#)



# Key Contacts and Links

**Roxanne Shaw, Atlas Office Manager**

O| 479.715.6022 ext. 7114

[roxanne.shaw@atlasdsr.com](mailto:roxanne.shaw@atlasdsr.com)

**Kathryn Knox, Talent Acquisition Partner**

Advantage Solutions & Daymon Worldwide

O| 714-581-4734 M| 949-212-0008

[Kathryn.Knox@AdvantageSolutions.net](mailto:Kathryn.Knox@AdvantageSolutions.net)

[Atlas Organizational Chart](#)

[Atlas Seating Chart](#)

<https://www.asmconnects.com/ContactUs/pages/default.aspx>  
Link to ASM Home (Tools and Resources) and Key Contacts

