

Hello,

Thank you for being a part of our Samplers Inc Team! You are working to represent our client Advantage for this job. Please refer to yourself as an Advantage representative while you are on site working this shift.

It is important to work your scheduled date and time! If there is an issue, it is your responsibility to let me know 48 hours prior to your shift. You cannot work whenever you want as the schedule is provided to auditors and any changes must be approved. We recommend printing this email to ensure you do everything correctly.

For Acme, Albertsons, Frys, Jewel, Kroger, Meijer, Randalls, Safeway, Shaws, Star, Tom Thumb please click the following link:

<http://samplersinc.com/SALbcoKrogerMeijerReminder.html>

If you have not completed your new hire paperwork you can not work!

**Attached to this email is your schedule. Please keep this because you will need your store number/Assignment ID for the timesheet/reporting**

**Before your Shift:**

**Paperwork:** Timesheet is attached to this email. Event manual is loaded into the Samplers portal. It is loaded in the chat dialogue box. Click on the document to download and **print**. I've included a "How To" on retrieving your paperwork to this email.

If you do not have this by the Thursday before your shift, contact your supervisor.

**Attire:** Mask at all times! Please prepare your attire beforehand to make sure you look professional. Attire is a white collared shirt, black pants, black closed toe shoes or all black for in store liquor events. All employees must wear a black unbranded hat provided by you

**The Morning of Your Shift:**

**Shift Mandatory Check In:** Upon Arriving at your store location please use our check in system to complete your check in. I've included a "How To" on checking in/out to this email. <http://samplersinc.com/CheckInCheckOut.pdf>

**Event Purchase:** If there is no card in the kit or your card is not working you can call the support line number located in the manual. They will most likely tell you one of two things if they can't fix your card.

1. Purchase out of pocket for reimbursement
2. Conduct an educational event

Make sure you are checking in/out for your breaks!

**Before Leaving Your Shift:** Please make sure to clean up your work area, any equipment you used, and make sure the supply room is clean and organized before leaving your event. Make sure all items are put away neatly. Please also make sure your Timesheet is signed and stamped by the store manager.

**Timesheets:** These must be filled out 100%. Nothing should be blank. Be sure to have the manager signature AND printed name, a store stamp (or they must write no store stamp), a receipt, and all other pertinent info. Any timesheets not 100% completed will be refused. Our client will not pay for any shifts without timesheets being 100% filled out. If the store will not let you complete the event you can get your paperwork signed as a refusal and receive half pay

\*All CA employees are to take a 10 minute paid rest break during your shift that is 4 hours. Please take this. Should you not take this, you must email [hr@samplersinc.com](mailto:hr@samplersinc.com)

**Post-Shift Reporting (Steps to Get Paid):**

\*(All post shift duties should be done within 24 hours of working your schedule shift.

**Paperwork:** All timesheets must uploaded to the Samplers Portal. I've included a "How To" on uploading your paperwork to this email. If the store will not let you complete the event you can get your paperwork signed as a refusal and receive half pay

**Please be sure to get your paperwork back within 24 hours of your shift!** \*If possible please upload in a single PDF file. We recommend Genius Scan or CamScanner (phone apps) to make scanning convenient and easy.

**Receipt:** Please be sure to send any no sale receipt, out of pocket purchase for product receipt, or blue Comdata purchase receipt to the Samplers portal after the shift. **WRITE REIMBURSE ON YOUR RECEIPT ONLY IF YOU DID NOT USE THE PURCHASE CARD IN THE KIT AND DO NOT EXCEED THE AMOUNT LISTED IN YOUR MANUAL**

**Electronic Shift Reporting:** In addition to returning your timesheets, receipts, and photos, all employees are to complete online reporting which goes directly to our client. Please click the link below

- <https://jet3pl.asmnet.com/portal.html>
- You will be prompted to type your assignment ID number which is located on the attached schedule document,
- Hit enter AFTER typing your assignment ID- FOLLOW ALL PROMPTS TO ANSWER QUESTIONS. No confirmation number will be given when completed.

Thanks so much and have fun!