

Brand Ambassador New Hire Helpful Hints

Uniform



Gingham Shirt

*Provided by Product Connections after second week of work
*Until you have a gingham shirt, wear a black or white button up shirt

Red AB Name Tag

Apron

*Provided by Product Connections after second week

Black, Professional Pants

Black, Closed-Toed Shoes

New BAs will receive the uniform the second week of the job

AMP Mobile Overview

How to login in AMP:

User ID: It's the 10 digits of your telephone number

Pin: last 4 digits of the EID

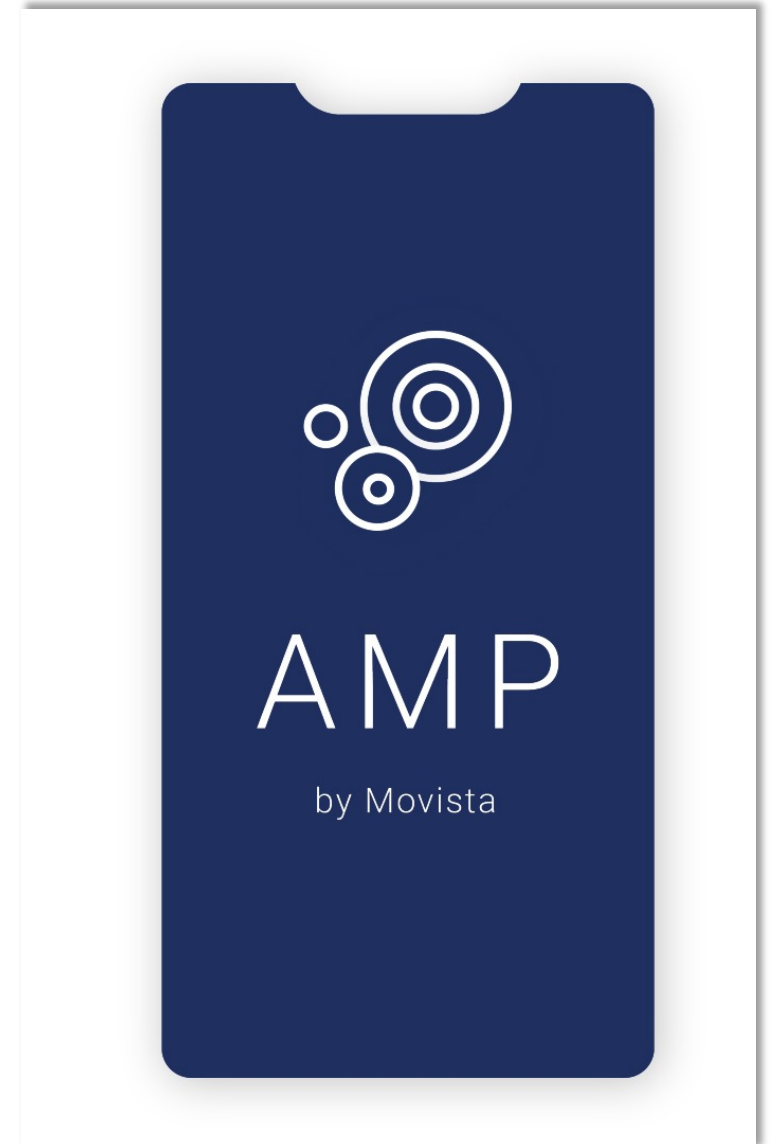


Photo of the Week Contest

Each week, a Brand Ambassador's Event Photo is selected for the "Photo of the Week"!

- Take at least one photo at $\frac{3}{4}$ profile so the side of the cart is visible
- The selected photo will also be published in the Weekly Communication each week.
- Each time your photo is selected, you will receive a point. The BA with the most points at the end of the 6-month period will win a prize.
- **Please let your scheduler know if you want to avoid your photos being featured in the weekly communication or on our Social Media!**



BA Photo of the Week

Starting this week, we will be including a picture of the best Brand Ambassador photo from the previous weekend's events!

Congrats to Penny Dipuma of FL! Keep up the good work!

Submitting Work Time

You will need to:

- Enter 60 minutes for every set-up and tear-down visit
- Enter 180 minutes for every demo visit
- Report training and help time only if approved by your supervisor
- If driving between your stores, please approve mileage and driving time in Timesheets (ask your scheduler for help)
- Remember, overtime needs to be approved by your supervisor
- Need help? Visit the BA Landing Page for more resources on Payroll!

PRODUCT CONNECTIONS REPORTING TRAINING/HELP TIME



Did you know there is a difference in Training Time and Help Time when reporting in your Timesheet? Review the definitions and examples of each below to ensure you are reporting time correctly.

Training Time:

- Completing or reviewing assigned training or related reference guides
- Bluevue training courses, participation in the Target FOCUS Call, and New Hire Brand Ambassador call
- Communication about training with your supervisor, Field Support, or IT Service Desk
- Any **training-related communication** with your supervisor while off the clock
- Get approval from your supervisor before entering time for training calls

Help Time:

- Communicating with your supervisor, Human Resources, Employee Relations, Payroll, or IT Service Desk when the reason is not project or training related
- Get approval from your supervisor before entering time for Help calls

TIPS & TRICKS

Remember these helpful tips when reporting Training and Help Time:

- For each event you are scheduled to execute, you are paid for one hour to set up your cart and review training manuals. You should **not** report this time as Training Time as **this is a part of your Set Up event**.
- Every time you interact with IT and/or Field Support, they report the length of the time spent on the ticket. You should only report the amount of time you spent contacting and communicating with them. The time you reported will be compared to their reported time.
- Each Bluevue course states the amount of time it takes to complete the course. If you spend additional time completing the course, get your scheduler's approval before entering overtime in your Timesheet.
- New Hire Brand Ambassador call and FOCUS Calls should be reported as Training Time, for the length of the call.

Helpful Video Links

Landing Page <https://productconnections.com/ba-resources/>

D2D Cart Assembly: <https://vimeo.com/766983601?share=copy>

Setup Video: <https://productconnections.com/ba-resources/>

Greet, Tell, Sell Video:

<https://vimeo.com/productconnections/target-instore-sampling-gts>

Teardown Video: <https://productconnections.com/ba-resources/>

AMP: <https://vimeo.com/784865484?share=copy>

Timesheets Video: <https://vimeo.com/788459628?share=copy>



Contact Information

For general support inquiries, please text or call your scheduler

- Call 855-249-5544 (voice only, no text support)
- Field Support: 1877-699-6275
 - For assistance with:
 - Comdata Card, Timesheet, Okta password reset , Bluevue Support, AMP projects, "press 1"
 - For technical assistance with AMP after login "press 8"