



apollo

Aug/Sept Issue 2017

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IN THIS EDITION

DEPARTMENT SPOTLIGHT

APOLLO MAKES A MOVE

features

**Apollo Applauds,
Awards, & Staying Connected**

plus

ADP returns!



DEPARTMENT SPOTLIGHT

Apollo Payroll Department

Your Apollo Payroll team is dedicated to All Things Payroll! We find time to enjoy some good food and fun as well...

- Marcia favorite times are spent with her 2 boys and bringing delicious Jamaican food into the office for us on Fridays!
- Candice enjoys spending time with her 2 children, Bryan and Savannah. She is a terrific baker. It's a great day in the Tampa office when she treats us to her cupcakes! And she loves a good "Boot Camp" work-out as well!
- Carolyn likes to spend time outside in her garden and with her Weimaraner, Cole. We have tasted delicious eggplants grown in her vegetable patch, and she's shared tomato plants and jalapenos with us too!
- Peggy spends her free time reading, preparing for and playing Fantasy football, and traveling to see her 3 daughters who live in great places to visit: New York City, Athens GA and New Orleans.



CERTIFICATE OF EXCELLENCE

This certificate is presented to

Seth Shipman & Rebecca Spencer



Seth Shipman - Project Manager

"Seth joined the Apollo team via the CPM acquisition in January. During his tenure with CPM, we always could count on him to be a flexible team player, doing whatever it took to get the job done, with a sense of humor and positive attitude. Though his role has changed dramatically with the transition, he's continued to demonstrate the same great attitude and work ethic here at Apollo!"

- Carolyn Wright



Rebecca Spencer - Team Lead

"Becky has been with Apollo for over 5 years now. She leads many different projects, but specializes as a new store/remodel lead in Ace Hardware. She is specifically requested by Ace project managers for projects and always receives great compliments on her projects from Ace. She is the true definition of a great employee. Becky takes extreme pride in her work and her team's work. She always has the company's best interest at heart and will go work any time we call her with a project. She is very valuable to the merch and install division and to the company."

- Clayton Mitchell

for demonstration of superior performance, hard work and dedication.

C. Michael Sunderland
President



A handwritten signature in black ink that reads "C. Michael Sunderland".

CAN I GET A
WOOP!
WOOP!

APPLAUSE, PLEASE!

Ron-
Thank you so much for your leadership and dedication to this project. You have made a huge impact on the last week. It has been a pleasure working with you and hope to do it again.
Bev

Letter from Client Manager in Peoria, Illinois to Ron Huckfeldt and team.



Carmen Chirinos & Dominic Vasquez receiving recognition from client for outstanding work!

Just wanted to say thank you for having Amir work with us these last two weeks, he has been an absolute pleasure to work with. He seems to have a good amount of planogram and fixture knowledge already and is very eager to keep learning.

Thanks again,

Brandyn

Senior Coordinator, Store Set-Up

Senior Coordinator
applauding Amir Shabazz for
his great work!

|| I just wanted to tell you that your associate Tim Stallings, who was working in the La Quinta Lowe's Store in California was very helpful when there was no Lowe's employees around, I know the vendors don't work for Lowe's but he was very nice, just wanted you know how hard he works and helps the store that he is in even with all his work to do. ||

Terry from LaQuinta sent us an awesome note about our role-model associate Tim Stallings!

Did you know?

Our payroll has moved to ADP? Register today !

Registration Quick Reference Card for Employees/Associates



Registration

Welcome! ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

Go to browser key in <https://workforcenow.adp.com>

On the Welcome to ADP screen click on REGISTER HERE

1. Open <https://workforcenow.adp.com> and click First Time User Register Here
2. Enter the Registration Pass code (MyApollo-1111) PLEASE TYPE IN AND DO NOT COPY & PASTE, DO NOT INCLUDE THE PARENTHESIS
3. The next question that will appear is "Do you want to set up an account with Apollo Retail Specialists? Click Yes.
4. Enter your personal information to verify your identity
5. Then you will answer Identity Questions. These questions must be answered within 30 seconds or you will have to start over.
6. Complete the information on the registration page. Everything with a red * is required.
7. Create your own User ID
8. Create your own password (must be 8 characters and have at least 1 letter and 1 number and are case sensitive)
9. Select and answer security questions
10. Enter your personal information
11. Your registration is complete. If you entered a mobile phone number during the registration process you will receive a text message requesting access to send you information via text. That feature is optional.

Did you know?

You can easily retrieve your Username & Password with ADP

Forgot Your User ID/Password?

If you forget your login information, you can use the **"Forgot Your User ID/Password?"** link on your ADP service login page to retrieve your user ID and reset your password. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.

Forgot User ID/Password * = Required

First name

Last name

And at least one of these *

Email address

Mobile phone number

Enter your first name and last name exactly as they exist in your organization's records.

Enter an email address and/or mobile phone number associated with your account.

Upon successful verification of the information that you entered, your user ID will be displayed.

Your user ID

John Doe, this is your user ID for OrganizationXYZ.

JDoe@OrganizationXYZ

Click I DON'T KNOW MY PASSWORD to reset your account password.

The process will be different for administrators / practitioners.

Congratulations! You have successfully retrieved your user ID of your ADP service account.

Forgot Your User ID/Password?

1. If you forget your login information, you can use the "Forgot Your User ID/Password?" link on your ADP service login page to retrieve your user ID and reset your password.
2. During this process, you will be required to verify that you are the rightful owner of the account to protect your personal information.
3. Enter your first name and last name exactly as they exist in your organization's records.
4. Enter an email address and/or mobile phone number associated with your account.
5. Click "Next"
6. Upon successful verification of the information that you entered, your user ID will be displayed.
7. Click "I DON'T KNOW MY PASSWORD" to reset your account password.
8. You will be then select where to send the code either your email address or cell phone number.
9. Hit "Send" after selecting which delivery method.
10. Hit "Next"
11. You will be sent your security code and only have 15 minutes to enter it in.

Did you know?

Apollo has moved it's headquarters

Well, only down the street, but anyone who's ever moved knows it's not an easy task. There was plenty to move and many walls to paint. You'll be happy to know we have some colorful accents walls in the new space, too! Apollo officially moves into the new offices at the Adamo Distribution center on August 3rd. Don't forget to update this for your records! And for those in the Tampa office, update your email signature. We'd like to thank Mike Torres, Meagan Blair, Brady Washington, Tabatha Waters, and the rest of the Tampa office for helping make the transition possible. We could not have easily done it without you!

**4450 E Adamo Suite 501
Tampa, FL 33605**

Our logo is all lower-case!

If you still have the uppercase logo in your email signature, you will be called out soon! Please update to our current logo by reaching out to me!



*Want to see what it looks like on the inside?
Click [here](#) for more pics!*



Heather Petrone

Marketing Manager

4450 E. Adamo Drive Suite 501 – Tampa, FL 33605

Office 813-712-2525 | Cell 555-321-5444 | Fax 813.712.2526

heather.petrone@apolloretail.com | www.apolloretail.com



Did you know?

The Service and Assembly Team was recently awarded the opportunity to complete all furniture assemblies and anchoring in a new IKEA store in Fishers, Indiana. This project, which began July 17th, will take 6 weeks and up to 25 technicians weekly to complete. It is the largest single location event project SAS has bid on to date.





IKEA is currently expanding and opening several new stores in the spring and summer. Historically they have completed the assembly and merchandising with their own employees. They are especially interested in Apollo given our ability to provide 1 stop shopping in both of these areas.

District Managers Bill Blakley and Dustin Hall (who will be onsite managing throughout the duration of this event) and our team of builders, have done an exceptional job kicking this off for the first 2 weeks.

Keep up the great work team!!



health

Depending on where in retail you are working, it could lead to back-breaking work that takes a toll on your feet and your overall posture. If you're hunched over a computer all day, that's not helping your spine either. It's important to do activities that can help strengthen your core, lower back, and expand your front chest. Here is a great pose to stretch the spine and shoulders. Your back will thank you!

**remeber to consult a doctor before any exercise!*



Uttana Shishosana

Step 1

Come onto all fours. See that your shoulders are above your wrists and your hips are above your knees. Walk your hands forward a few inches and curl your toes under.

More yoga poses for the spine.

Step 2

As you exhale, move your buttocks halfway back toward your heels. Keep your arms active; don't let your elbows touch the ground.

Step 3

Drop your forehead to the floor or to a blanket and let your neck relax. Keep a slight curve in your lower back. To feel a nice long stretch in your spine, press the hands down and stretch through the arms while pulling your hips back toward your heels.

Step 4

Breathe into your back, feeling the spine lengthen in both directions. Hold for 30 seconds to a minute, then release your buttocks down onto your heels.

STAY CONNECTED

FOLLOW US ONLINE



Catch Us Online!

www.apolloretail.com

www.facebook.com/apolloretailspecialists/

<https://www.instagram.com/apolloars/?hl=en>

<https://www.linkedin.com/company/apollo-retail>

<http://furnitureassembly.com/>

<https://www.facebook.com/furnitureassemblydotcom/>

Helpful Information

IT Support

Phone: (855) 558-8776

Email: helpdesk@apolloretail.com

Payroll Support

Phone: (888) 738-1873

Email: payrollsupport@apolloretail.com

HR Support

Phone: (877) 215-1996

Email: hr@apolloretail.com

Contact Us for Submissions!

Would you like to see your team's last project highlighted in the Newsletter? Have a recipe you'd like to share? Please feel free to email us with photos or submissions related to the below subjects:

- Photo of your team (both in action and as a group)
- Recently Engaged or Married? We'd love to share your announcement! Send in your engagement photo/marriage portrait along with the details!
- Celebrating the life of a new born? We'd love to announce a birth of a child/grandchild - send in a photo along with some details!
- Cherished Family Recipes
- Photos of your favorite pets

If you'd like to submit pictures, article recipes, or anything you'd like to see featured, please reach out to in Human Resources at hr@apolloretail.com

JOKER'S CORNER



Luke comes home from his first day of school, and his mother asks, "What did you learn today?"

"Not enough," Luke replies. "They said I have to go back tomorrow."

BACK TO SCHOOL

A decorative banner at the bottom of the page features a white background with a pink and white diagonal striped border. On the left and right sides, there are three yellow chevron arrows pointing towards the center. The text "BACK TO SCHOOL" is centered in a bold, black, hand-drawn style font. The word "TO" is smaller and enclosed in a teal circle.