



ADVANTAGE
SOLUTIONS

Process for USA Former Team Member Access to W2 – Payslips



Create My Account

Process to Create Account

- The former team member will be routed to the Welcome page after selecting the Oracle URL prompted to select a forgot password question with the option to provide a phone number for password reset or to unlock the account. Select the 'Create My Account' to proceed to Oracle.



>Welcome to Advantage Solutions, Sherry!
Create your Advantage Solutions account

Choose a forgot password question
What is the food you least liked as a child?

Answer

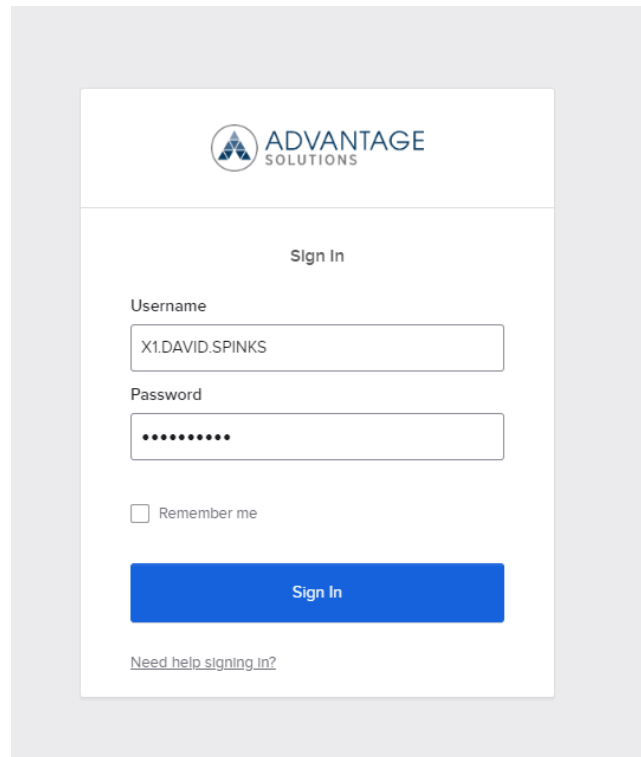
Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

User Authentication Sign-In Process

User Authentication Sign-In

- The former team member will be routed to the user authentication sign-in page after selecting the Oracle URL and prompted to enter the username and password provided in the welcome email.

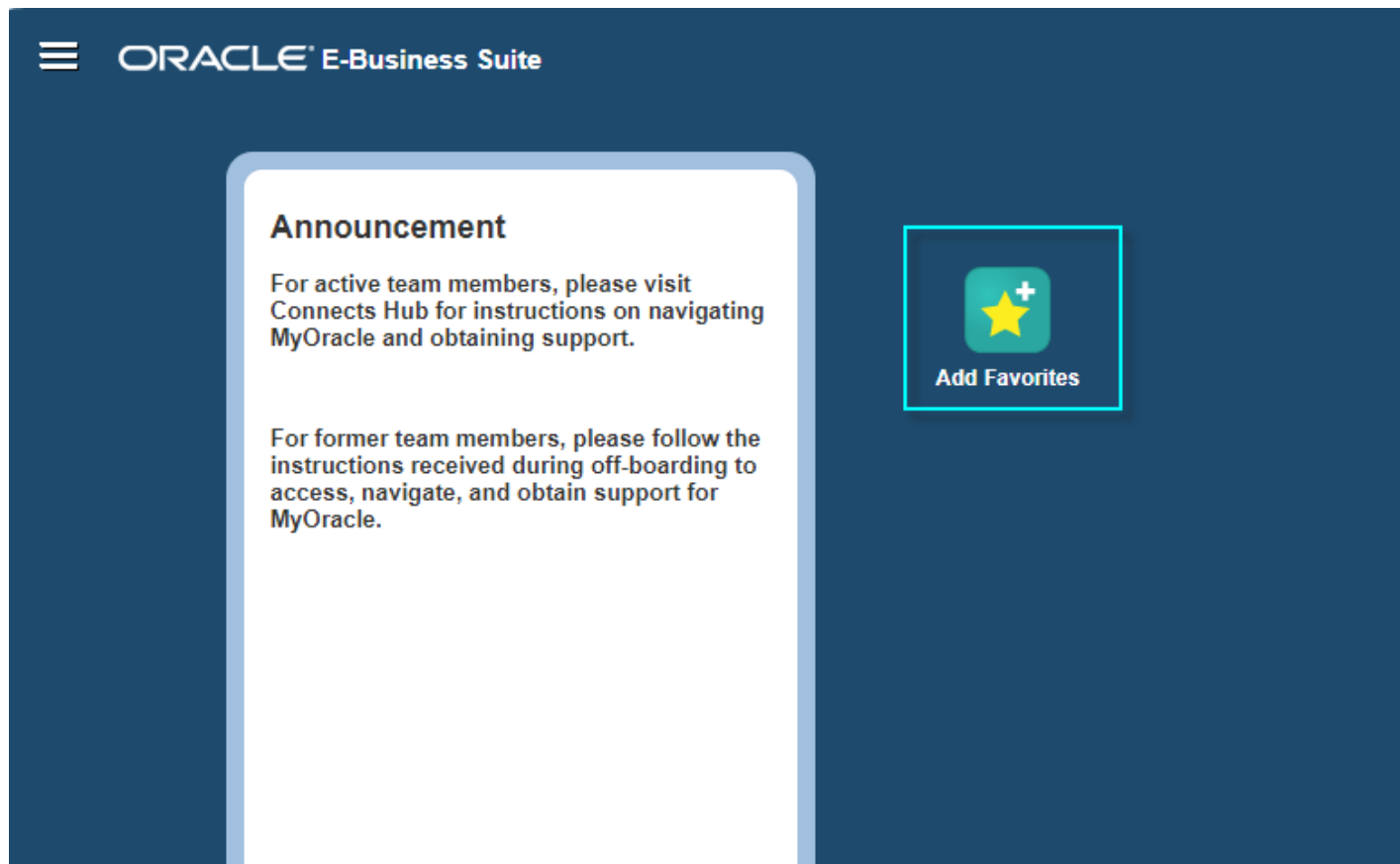


The screenshot shows a web form for signing in to Advantage Solutions. At the top left is the Advantage Solutions logo. Below it, the text "Sign In" is centered. The form contains two input fields: "Username" with the value "X1.DAVID.SPINKS" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the checkbox. At the bottom left of the form, there is a link that says "Need help signing in?".

Oracle Landing Page and Add Favorites

Oracle Landing Page and Favorites

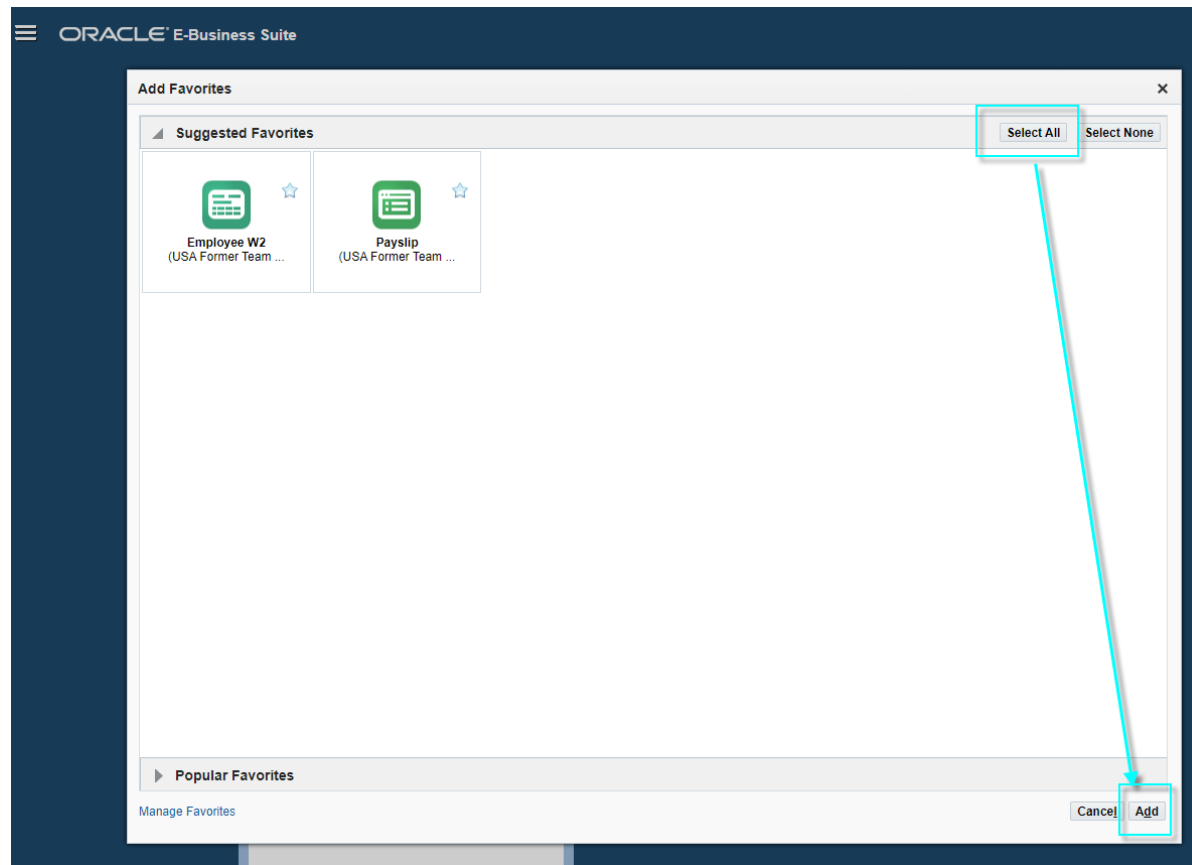
- Select the 'Add Favorites' icon to add 'Employee W2' and 'Payslip' as a shortcut.



Oracle Landing Page and Add Favorites

Add Favorites

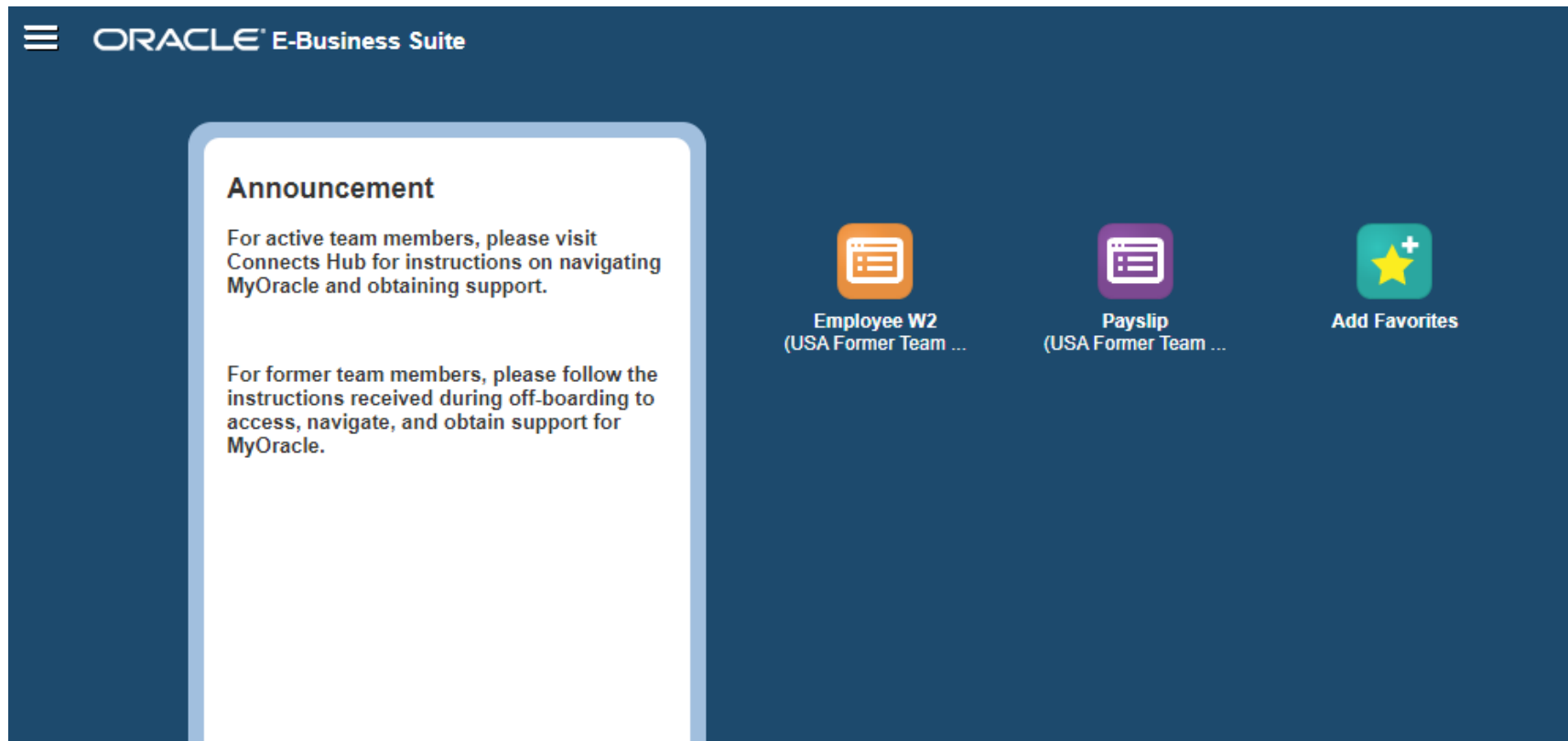
- Select the 'Select All' and 'Add' buttons to enable the 'Employee W2' and 'Payslip' as a shortcut to the home page.



Oracle Landing Page and Roles

Oracle Landing Page and Roles

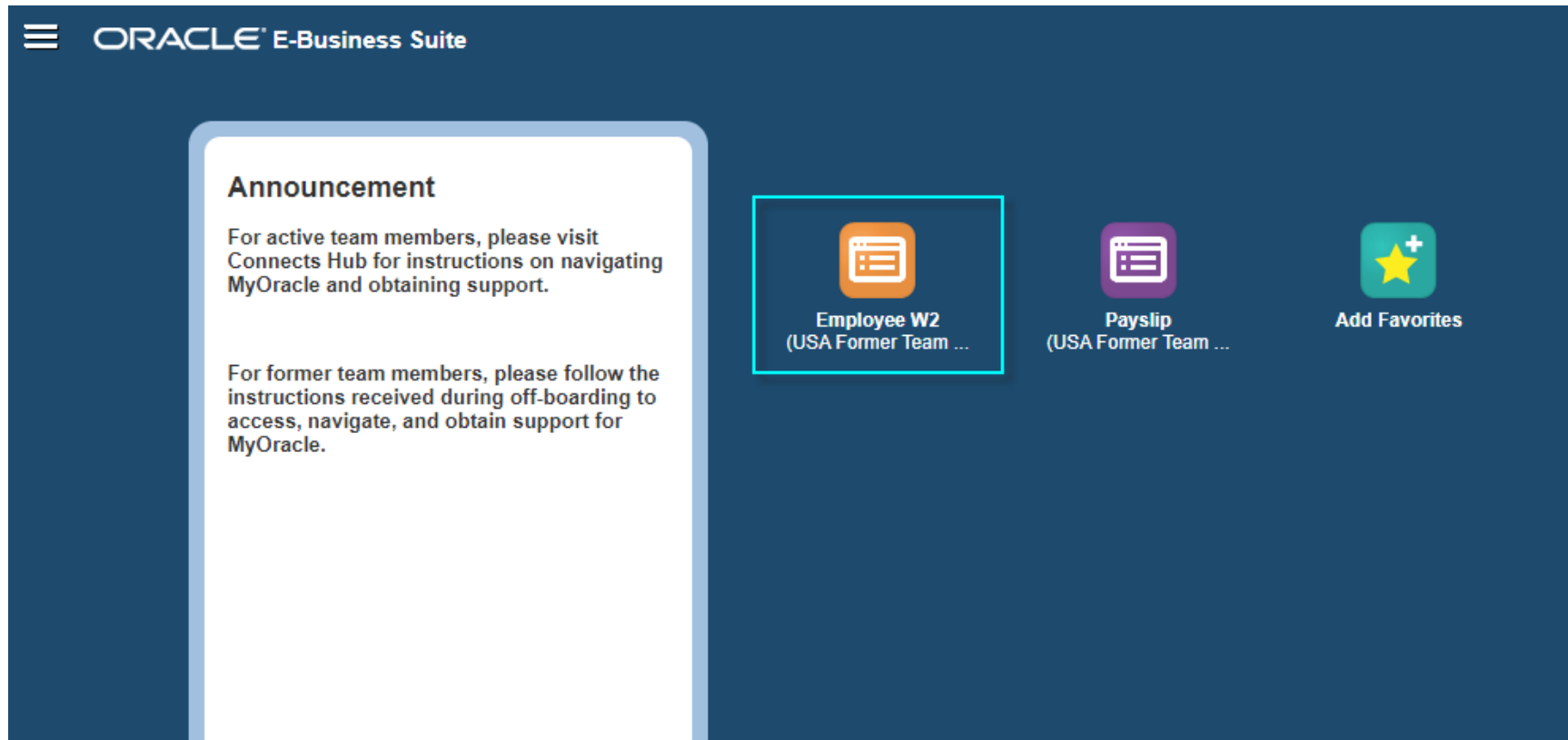
- For USA – The former team member can access payroll data by selecting the 'Employee W2' and 'Payslip' icons



Accessing the Oracle Employee W2

Oracle Employee W2

- For USA – Select the 'Employee W2' icon to access W2s.



The screenshot displays the Oracle E-Business Suite interface. At the top left, there is a hamburger menu icon followed by the text "ORACLE E-Business Suite". Below this, on the left, is a white announcement box with a blue border. The announcement is titled "Announcement" and contains two paragraphs of text. To the right of the announcement box are three icons: an orange icon for "Employee W2 (USA Former Team ...)", a purple icon for "Payslip (USA Former Team ...)", and a green icon with a yellow star and plus sign for "Add Favorites". The "Employee W2" icon is highlighted with a red rectangular border.

Announcement

For active team members, please visit Connects Hub for instructions on navigating MyOracle and obtaining support.

For former team members, please follow the instructions received during off-boarding to access, navigate, and obtain support for MyOracle.

Employee W2
(USA Former Team ...)

Payslip
(USA Former Team ...)

Add Favorites

View and download the Oracle Employee W2

Oracle Employee W2

- Select the PDF icon to view and download W2s.
- Select the Home icon to navigate back to the home page to access the Payslips.

ORACLE USA Former Team Member Self-Service

Home Star Settings Notifications

Form W-2 Wage and Tax Statement

Employee Name Employee Number
Organization Email Address
Personal Email

W2 Information

View or Download W2 (click on PDF icon below)

W2 PDF
SAS Retail Services LLC 2023

Oracle Home

Oracle Home

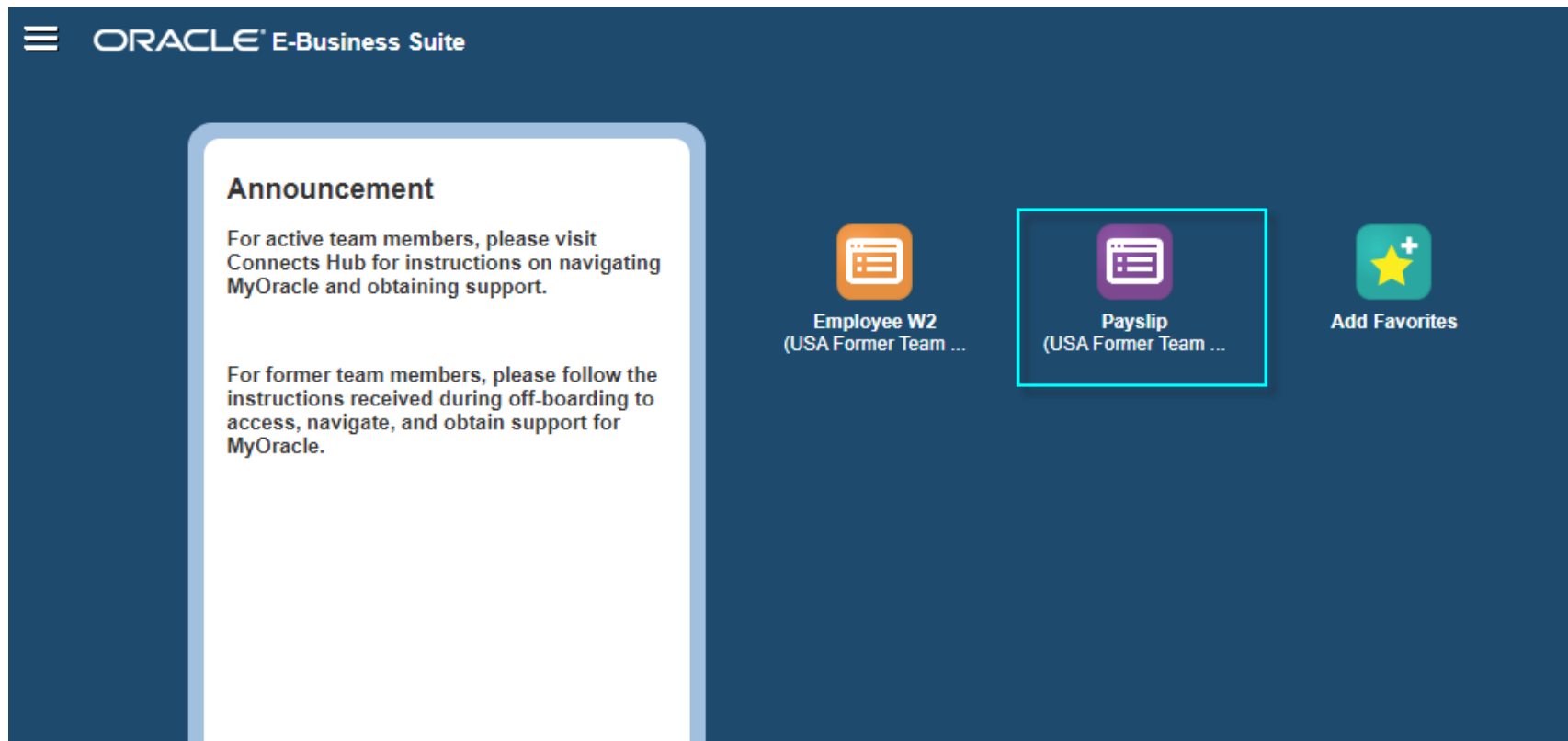
- Select the Home icon to navigate back to the home page to access the Payslips .

The screenshot shows the Oracle USA Former Team Member Self-Service portal. At the top, there is a dark blue navigation bar with the Oracle logo and the text 'ORACLE USA Former Team Member Self-Service'. On the right side of this bar, there are four icons: a home icon (highlighted with a red box), a star icon, a gear icon, and a notification bell icon with a '0' badge. Below the navigation bar, the main content area is titled 'Form W-2 Wage and Tax Statement'. Under this title, there are four input fields: 'Employee Name', 'Employee Number', 'Organization Email Address', and 'Personal Email'. Below these fields, there is a section titled 'W2 Information'. Under 'W2 Information', there is a sub-section titled 'View or Download W2 (click on PDF icon below)'. In this sub-section, there is a button with a PDF icon and the text 'W2 PDF SAS Retail Services LLC 2023'.

Accessing the Oracle Employee Payslip

Oracle Employee Payslip

- For USA – Select the 'Payslip' icon to access Payslips.



The screenshot displays the Oracle E-Business Suite interface. At the top left, there is a hamburger menu icon followed by the text "ORACLE E-Business Suite". Below this, on the left side, is a white announcement box with a blue border. The announcement is titled "Announcement" and contains two paragraphs of text. To the right of the announcement box, there are three icons arranged horizontally. The first icon is orange and labeled "Employee W2 (USA Former Team ...)". The second icon is purple and labeled "Payslip (USA Former Team ...)"; this icon is highlighted with a red rectangular border. The third icon is green with a yellow star and a plus sign, labeled "Add Favorites".

ORACLE E-Business Suite

Announcement

For active team members, please visit Connects Hub for instructions on navigating MyOracle and obtaining support.

For former team members, please follow the instructions received during off-boarding to access, navigate, and obtain support for MyOracle.

Employee W2
(USA Former Team ...)

Payslip
(USA Former Team ...)

Add Favorites

View and download the Oracle Employee Payslip

Oracle Employee Payslip

- Select the PDF icon to view and download Payslips.
- Historical Payslips can be access by selecting the 'Choose a Payslip' filed.
- Select the Home icon to navigate back to the home page to access the W2 or the Logout icon to exit Oracle.

ORACLE USA Former Team Member Self-Service

Home Star Settings Notifications | Logged In As X1.N

Payslip

Employee Name Employee Number
Personal Email

Pay Information

Choose a Payslip 06-NOV-2023 - 800443823-3 - Check 1

Quick Select Payslip (click on PDF icon below)

06-NOV-2023 - Check 1 800443823-3	27-OCT-2023 - Check 1 800443823-3	29-SEP-2023 - Check 1 800443823-3	15-SEP-2023 - Check 1 800443823-3	01-SEP-2023 - Check 1 800443823-3	18-AUG-2023 - Check 1 800443823-3	04-AUG-2023 - Check 1 800443823-3
21-JUL-2023 - Check 1 800443823-3	07-JUL-2023 - Check 1 800443823-3	23-JUN-2023 - Check 1 800443823-3	09-JUN-2023 - Check 1 800443823-3	26-MAY-2023 - Check 1 800443823-3	12-MAY-2023 - Check 1 800443823-3	