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## Cloud Software Group / The Millennium Group (TMG) Transition Frequently Asked Questions

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**Q: When is the deadline to apply for a position with TMG?**

A: Transitioning Associates will have until March 9, 2023 to apply for a position with TMG.

**Q: Will TMG match my current rate of pay?**

A: We are confident that we will be able to closely match the current rate of pay for each Associate that transitions to TMG. TMG will collect information related to compensation from transitioning Associates upon submission of an application of employment on our website.

**Q: I have been working at this location for several years. Will I lose my seniority if I transition over to TMG?**

A: TMG will recognize years of service for paid time off accrual purposes. TMG will collect information related to years of service and paid time off allotments from transitioning Associates after submission of an application of employment on our website.

**Q: How much paid time off (PTO) will I receive? When will I be eligible to use PTO?**

A: TMG plans to honor current annual paid time off allotments of all transitioning Associates with qualifying proof of allotments, and will honor current allotments based on our state specific accrual policies. Associates will be able to use PTO allotments immediately upon hire or immediately as they are accrued.

**Q: When are TMG pay dates/cycles?**

A: TMG's standard pay period is biweekly for all Associates. Pay dates are every other Friday. If a pay date falls on a company-recognized holiday, you will be paid on the preceding workday.

**Q: What holidays does TMG observe?**

A: TMG will honor all current Cloud Software Group holiday schedules. Transitioning Associates will be eligible for holiday pay for days identified in the TMG handbook and/or aligning with the Cloud Software Group holiday schedule immediately upon hire.

**Q: When will I be eligible for insurance benefits?**

A: Transitioning Associates who provide proof of existing insurance coverage will be eligible to participate in TMG's medical, dental, and vision benefit plans effective April 3, 2023. All other transitioning Associates not currently enrolled in benefits, will be eligible to enroll on the first of the month, following their 60<sup>th</sup> day of employment with TMG. TMG will collect information related to current insurance coverage from transitioning Associates after submission of an application of employment on our website.

**Q: What is qualifying proof of coverage?**

A: Qualifying proof may include a payroll screenshot with your selected insurance options, a copy of a recent check stub with your insurance deductions taken out, OR a letter from insurance carrier detailing dates of coverage. Please note that your name must be included on the submitted proof of coverage. TMG will collect proof of insurance from transitioning Associates after an offer of employment is made.

**Q: What insurance benefits does TMG offer?**

A: TMG offers a comprehensive suite of benefits to promote health and financial security for our Associates. Our current insurance benefit offerings include the following:

- Medical Insurance through HealthComp/Cigna
- Dental Insurance through United Healthcare
- Vision Insurance through United Healthcare
- Life and Accidental Death & Dismemberment Insurance through MetLife
- Long Term Disability (LTD) Insurance through MetLife
- Accident Insurance through MetLife
- Flexible Spending Accounts (health care and dependent care) through WEX
- Commuter Benefits through WEX
- 401(k) Plans (Roth and Traditional) through John Hancock

**Q: What is the cost of TMG's benefit plans?**

A: Biweekly Associate contributions rates for our insurance plan options are comparable to market based data when ranking affordability, ease of use, and additional amenities. TMG's benefit offerings are designed to offer flexibility for Associates to be able to customize their insurance selections based on their current needs. As such, we offer high and low tier plan options for both Medical and Dental insurance. Specific costs of insurance benefits will be released at a later date.

**Q: Does TMG provide a 401(k) match?**

A: No. At this time, we do not offer an employer match on employee 401(k) benefit contributions. Please note that TMG does sponsor the plan and we take all plan expense obligations so they are not passed onto Associates, but plan contributions will be your own.

**Q: If I have questions regarding paid time off, compensation, or insurance benefits with TMG, who can I contact?**

A: TMG's Human Resources department is available for any questions you may have related to this transition and you will be able to contact us using your preferred method of communication. We will be available for questions via phone at (732) 741-4870 or via email at [Recruiter@TMGOfficeServices.com](mailto:Recruiter@TMGOfficeServices.com).