



ADVANCED CLINICAL CONTACT LIST

Questions Regarding	Contact Person	Contact Info
<ul style="list-style-type: none">• Personal updates• Any job-related changes• Job search• Interview preparation• First day instructions• Current assignment• Visa process• Client expectations• General tasks• Resignation Notice	<ul style="list-style-type: none">• Recruiter• Talent Engagement Specialist	Please refer to the contact info provided by your Recruiter or Talent Engagement Specialist
<ul style="list-style-type: none">• Time entry• IT support• Benefits (general info)• Address/Phone Changes• Tax forms• Direct Deposit changes• Expense submittals• PTO policy or balance	<ul style="list-style-type: none">• Operations Partner <p>**cc your Recruiter or Talent Engagement Specialist</p>	Please refer to the contact info provided by your Operations Partner
<ul style="list-style-type: none">• GreenEmployee (paystub portal)• Wage garnishments	<ul style="list-style-type: none">• Payroll Team	payroll@advancedgroup.com
<ul style="list-style-type: none">• Benefits enrollment• Short-Term Disability• FMLA• Qualifying Life Events• 401K	<ul style="list-style-type: none">• Benefits Team	benefits@advancedgroup.com
If you do not use eRecruit for time entry: <ul style="list-style-type: none">• PTO notice• Sick leave notice• Phone & internet reimbursement	<ul style="list-style-type: none">• Consultant Mailbox <p>**Please cc your Recruiter or Talent Engagement Specialist on PTO notices</p>	consultants@advancedclinical.com
<ul style="list-style-type: none">• Escalations of people-related concerns• Medical accommodations	<ul style="list-style-type: none">• People & Culture Team	aghumanresources@advancedgroup.com
Requests for copies of W2	<ul style="list-style-type: none">• Tax Team	w2@advancedgroup.com

If you have a question not covered by this list, please reach out to your Recruiter.