



ADVANCED CLINICAL FSS CONTACT LIST

Questions Regarding	Contact Person	Contact Info
<ul style="list-style-type: none">• Client Integration• Client IT support and laptop provisioning• Employee separation• Expense policy and approvals• First day information• Goal setting• Job satisfaction• Job training and expectations• Line management• Paid time off policy and approvals• Performance feedback• Personal updates and address or contact information changes• Time entry and approvals	<ul style="list-style-type: none">• Program Manager	Please refer to the contact info provided by your Program Manager
<ul style="list-style-type: none">• Benefits (general info)• Tax forms• Direct Deposit	<ul style="list-style-type: none">• Operations Partner	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
<ul style="list-style-type: none">• Escalations of people-related concerns• Medical accommodations	People & Culture Team	aghumanresources@advancedgroup.com
<ul style="list-style-type: none">• 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 Advanced Clinical Manager.