



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 Success Partner 	Please refer to the contact info provided by your Recruiter or Talent Success Partner
<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 Success Partner</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
<p>If you do not use eRecruit for time entry:</p> <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 Success Partner 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.