

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, address or contact information changes • Time entry and approvals 	Program Manager	Please refer to the contact info provided by your Program Manager
<ul style="list-style-type: none"> • Benefits (general information) • Tax forms • Direct deposit 	Operations Partner	Please refer to the contact info provided by your Operations Partner
<ul style="list-style-type: none"> • GreenEmployee (paystub portal) • Wage garnishments 	Payroll Team	payroll@advancedgroup.com
<ul style="list-style-type: none"> • Benefits enrollment • Individual plans • Short-Term Disability • FMLA • Mid-year qualifying events • 401K 	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 	Year-End Tax Team	w2@advancedgroup.com

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