

# ORIENTATION

## FOR PAYROLLED ASSOCIATES

[Care Package](#)[Payroll & Policies](#)[Expectations](#)[Extras](#)

## *The Atrium Care Package*

### **Healthcare Plans**

Atrium offers comprehensive healthcare plans to eligible Associates who are placed on an assignment that meets two criteria: 1) the initial assignment must be at least 5 months in duration and 2) the Associate must work an average of 130 hours per month. All Associates will receive an email from the Atrium Benefits Team regarding their benefit eligibility status the month following their date of hire. Eligible Associates will receive instructions to register in the benefits portal. Elected coverage will be effective the first day of the month following 60 days of employment.

#### **Medical , Dental and Vision Insurance**

Atrium offers Associates the ability to purchase medical, dental and vision insurance. Medical plans provided meet the Affordable Care Act (ACA) minimum essential coverage.

#### **Short Term and Long Term Disability Insurance**

Atrium offers Associates the ability to purchase Short and Long Term Disability insurance, which provides income replacement in the event that you are unable to work due to an illness or injury.

#### **Life Insurance**

Atrium offers Associates the ability to purchase life insurance for yourself, your spouse, and your dependents. Rates are determined based on age and coverage level.

#### **Hospital Indemnity Insurance**

Atrium offers Associates the ability to purchase Hospital Indemnity insurance. Hospital Indemnity insurance is designed to help safeguard your finances by providing a lump-sum payment when you are confined to a hospital, whether for planned or unplanned reasons. This insurance can help fill gaps in medical coverage by providing financial support to help cover deductibles, pharmacy prescriptions and other non-covered expenses that may arise from hospital stays and services.

#### **Accidental and Critical Illness Insurance**

Atrium offers Associates the ability to purchase Accident and Critical Illness insurance, designed to help pay for out of pocket expenses that insurance doesn't cover in the event of an accident or critical illness diagnosis.

#### **Legal Services Plan**

Atrium offers Associates the ability to purchase a Legal Services Plan, providing access to a large network of experienced attorneys by phone, email or in person for some of the most frequently needed personal legal matters.

#### **Identity Theft Protection Plan**

Atrium offers Associates the ability to purchase an Identity Theft Protection Plan, which provides members with unlimited access to identity consultation services such as the monitoring of your identity from a variety of sources.

# PAYROLL & POLICIES

## FOR PAYROLLED ASSOCIATES

### Care Package

### Payroll & Policies

### Expectations

### Extras

#### **Paid Sick Time (PST)**

Atrium offers paid sick leave to Associates in accordance with state and local laws. Details for individual mandates and forms to request paid sick leave can be found on the Atrium eOffice.

#### **Commuter Benefits**

Atrium offers a Commuter Benefit program that enables Associates to use pre-tax dollars toward commuting expenses for parking and transit (subway, bus, train or ferry). Associates are eligible to enroll the month following 30 days of employment.

#### **401(k) Retirement Plan**

Atrium offers a 401(k) Retirement Plan through Newport Group. Associates can begin contributing dollars towards retirement the month after completing 500 hours of service. Eligible Associates will receive an email from the Atrium Benefits Team that includes plan details and enrollment instructions.

#### **Supplemental Prescription, Vision and Dental Card**

All Associates are immediately eligible to use the WellDyne discount card, available in the Atrium eOffice. Associates can save up to 65% on prescriptions, as well as enjoy discounts at participating vision and dental providers.

#### **Plum Benefits**

Plum Benefits is an entertainment benefit provided to all Atrium Associates. They specialize in bringing exclusive discounts and access to the hottest entertainment in the major cities around the U.S.

#### **Referral Bonuses**

Earn \$100 for each candidate referral successfully placed in a temporary position, with the tenth referral paid at \$500. Or earn between \$100 and \$250 (based on experience level) for each candidate referral successfully placed in a direct hire position. In order to receive a candidate referral bonus for a temporary or direct hire position:

- a) You must be a registered Associate of Atrium
- b) Temporary candidate must work a minimum of 260 hours for which Atrium billed
- c) Eligibility for the special bonus at ten referrals requires the ten temporary candidates to be placed within a 12-month period
- d) Direct hire candidate must have met required guarantee period (if applicable)

Earn \$500 for referring a new client to Atrium. In order to receive a client referral bonus:

- a) You must be a registered Associate of Atrium
- b) Atrium must have billed and received payment on a minimum of 500 temporary hours worked; or billed, received payment, and met required guarantee period (if applicable) on a direct hire placement

# PAYROLL & POLICIES

## FOR PAYROLLED ASSOCIATES

[Care Package](#)[Payroll & Policies](#)[Expectations](#)[Extras](#)

## Payroll

### eOffice

The Atrium eOffice (<https://www.atriumworks.com/contingent-workforce-eoffice-portal/>) is your online employee account where you can access Timesheets, Paystubs, Federal/State/Local Forms, Direct Deposit and Money Network Forms, Payroll and Benefit Information, the Payroll Calendar (which details payroll dates and benefit deduction dates), Holidays and Benefit Schedule, and W-2/Year End Tax information.

### Pay Dates

Payroll is processed weekly on Thursday for direct deposit/check issue on Friday. This schedule will change based on banking holidays; consult the eOffice for the payroll calendar.

### Payment Methods

Atrium offers direct deposit and paper checks. You'll be asked to select your preferred option during the new hire process; if you'd like to change your payment method during your assignment, contact your Atrium Relationship Manager for assistance.

### FLSA Guidelines

Atrium follows all federal and state FLSA guidelines, including overtime calculation, minimum wage requirements and final payment regulations.

### Overtime Hours

You may be eligible for overtime in compliance with federal and state guidelines. Please contact your Atrium Relationship Manager to confirm your status. In the event that your workload necessitates working more than 40 hours per week, please seek written pre-approval from your on-site Client manager before working any overtime hours.

### Updating Addresses

Please log into your eOffice to ensure Atrium has your most up to date address for payroll, benefits, and HR related information.

### Jury Duty

If you're selected for jury duty during your assignment, you may be eligible for compensation in accordance with state regulations. Contact your Atrium Relationship Manager for more details.

### Message of the Day

When you log into your Atrium eOffice, please be sure to review the Message of the Day for key updates and announcements.

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## FOR PAYROLLED ASSOCIATES

[Care Package](#)[Payroll & Policies](#)[Expectations](#)[Extras](#)

## *Policies*

### **Equal Employment Opportunity**

At Atrium, equal opportunity employment is both policy and practice. Atrium seeks to provide equal employment opportunities to all employees and applicants without regard to race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability, and reprisal in accordance with applicable federal, state and local laws. This policy governs all areas of employment at Atrium, including recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline and termination. In addition, Atrium does not discriminate against any employees or applicants when determining work assignments, does not invite or honor discriminatory job orders or requests by clients and safeguards EEO information in the strictest confidence. Any employee who violates this policy is subject to disciplinary action, up to and including separation.

### **Prohibition of Harassment Policy**

Atrium is committed to ensuring that all employment relationships shall be conducted in a work environment free from harassment and hostility. Harassment based on an individual's race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability, and reprisal in accordance with applicable federal, state and local laws is not tolerated at Atrium. Harassment includes, but is not limited to verbal harassment, physical harassment, visual forms of harassment and sexual harassment. If you witness or experience any form of harassment, please notify the Atrium Human Resources department immediately, so that they may conduct a confidential investigation. Retaliation is strictly prohibited against those who bring forth a claim.

### **Social Media Policy**

As an Atrium Associate, you are required to abide by the Atrium Social Media Policy, which can be viewed in the Benefits/Forms/Paid Sick Leave section of the Atrium eOffice. Based on your assignment, you may also be required to abide by a client Social Media Policy. In general, it is important to exercise caution when using social media. Ultimately, you are solely responsible for what you post online and before creating online content, you should consider the risks and rewards involved. Keep in mind that online conduct that adversely affects your job performance, the performance of other Atrium Associates or otherwise adversely affects the business interests of Atrium or our client's employees, customers or suppliers of Atrium may result in disciplinary action, up to and including separation.

### **Unemployment Information**

For information about unemployment, please review the [Unemployment Filing Instructions](#).

### **Resignations**

As a professional courtesy, we recommend that you provide two weeks notice prior to leaving an assignment.

# PAYROLL & POLICIES

## FOR PAYROLLED ASSOCIATES

[Care Package](#)[Payroll & Policies](#)[Expectations](#)[Extras](#)

### *Atrium Health & Safety Policy*

All Associates must abide by safety procedures and make a concerted effort to be aware of potential hazards at all times. Should you become aware of a hazard at the Client's worksite or have any questions or concerns about measures being taken to ensure your well-being, please email [hr@atriumworks.com](mailto:hr@atriumworks.com) or call the anonymous Atrium CARES Hotline at 888.706.0813.

**In order to promote safety and prevent accidents, please adhere to the following safety guidelines:**

- Familiarize yourself with the safety practices and procedures at your assigned client.
- Devote your full skill and attention to the performance of your job responsibilities, utilizing the highest standard of care and good judgment. When lifting, bend your knees and keep your back straight. If the item is too heavy, obtain assistance before proceeding.
- If you become aware of any potentially hazardous conditions, it is your responsibility to report the situation promptly to your on-site Client manager and your Atrium Relationship Manager.

**If you or another Atrium Associate experience an injury at work**

- If you experience an injury at work that requires immediate medical attention, call 911. The incident should then be reported to your Atrium Relationship Manager and on-site Client manager.
- If immediate medical attention is not required, the incident still needs to be reported to your Atrium Relationship Manager and on-site Client Manager by the end of your shift.
- You (and any witnesses to the injury) should document the incident by taking pictures and providing a written statement to Atrium detailing what occurred. Any information regarding the incident can be reported to [workerscomp@atriumworks.com](mailto:workerscomp@atriumworks.com). This information is important to ensure that the Atrium Human Resources Department is able to process any resulting claims in an accurate and timely manner. Key information to be detailed in the statement includes:
  1. Who was involved?
  2. What happened?
  3. Where did the incident occur (specific location)?
  4. When did the incident occur (time/date)?
  5. How did the incident occur?
  6. Were there any witnesses?
  7. Did you seek medical attention (where/when)?
  8. Are you able to return to work?

# CARE PACKAGE

## FOR PAYROLLED ASSOCIATES

Care Package

Payroll & Policies

**Expectations**

Extras

### *Best Practices & Expectations*

The below provides suggestions for professional etiquette and best practices to help you make a great impression.

#### **Fulfill Your Commitment**

Be honest and do not commit to work you cannot complete.

#### **Provide Accurate Contact Information**

Make Atrium aware of any changes to your contact information (email address, mailing address, phone number and emergency contact) to ensure corporate communications arrive to you successfully.

#### **Lateness & Absences**

It is important that you inform your Atrium Relationship Manager and your Client manager as soon as possible with attendance challenges.

#### **Be Communicative**

Inform your Atrium Relationship Manager with updates about your assignment, such as a change in work location, duration or a request to drive a car as part of your assignment responsibilities.

#### **Be Prepared**

Don't leave home without your photo ID and any additional information that might have been provided to you by Atrium. If you have any questions, contact your Atrium Relationship Manager for assistance.

#### **Dress Appropriately**

Follow the dress code as provided by Atrium and/or the Client.

#### **We Are Here to Help**

Don't hesitate to contact your Atrium Relationship Manager for assistance with questions about your assignment, benefits or any other concerns regarding your employment.

### **A few helpful hints to ensure a successful assignment:**

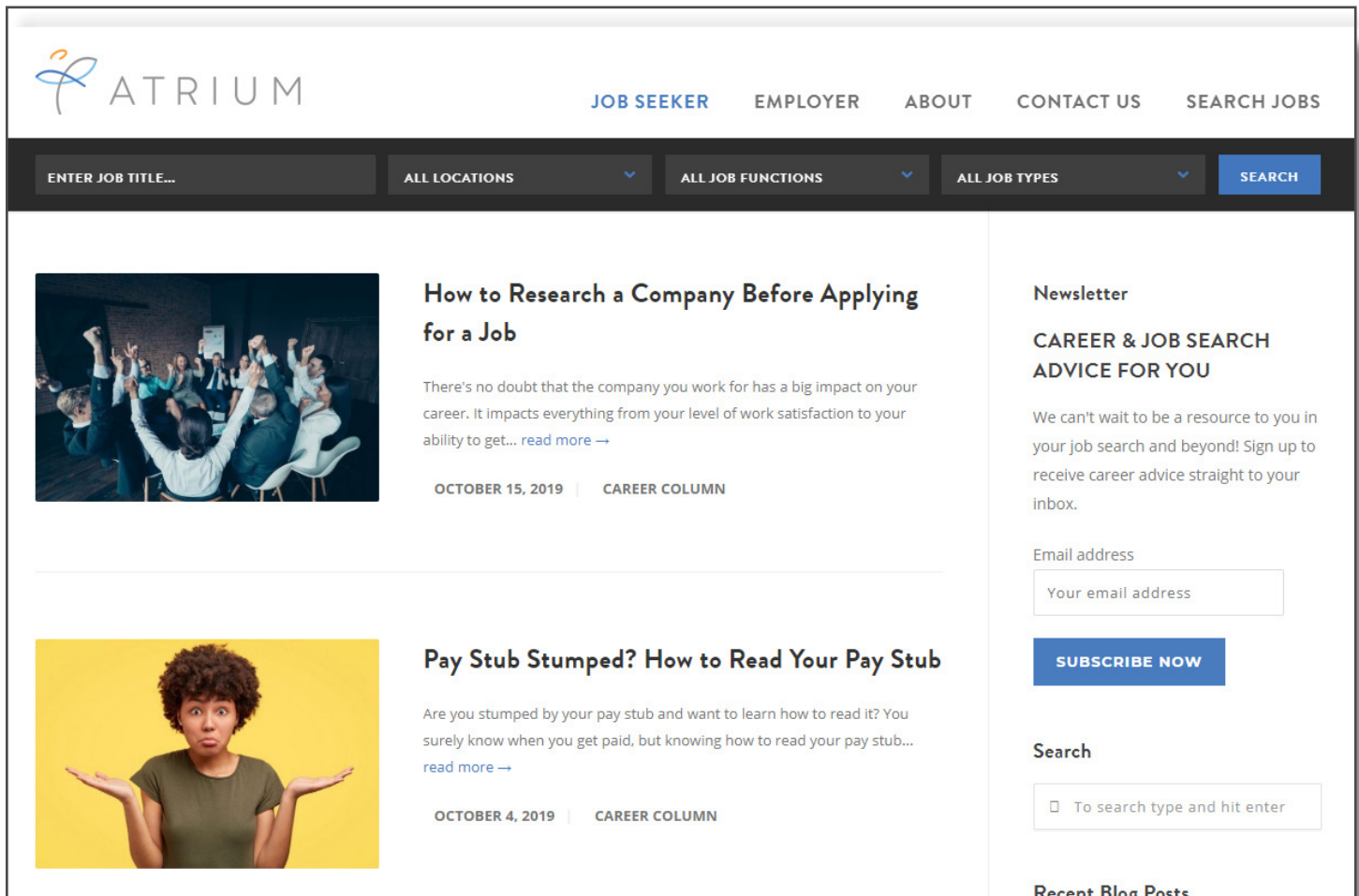
- Use Internet/email for work purposes only
- Be on time to meetings and calls
- Keep your mobile phone on silent or vibrate
- Be proactive and positive
- Limit personal calls to break time
- Abide by all Atrium and client policies

# CONNECT WITH ATRIUM ON SOCIAL MEDIA

[Care Package](#)
[Payroll & Policies](#)
[Expectations](#)
[Extras](#)

## Connect with Atrium on the Career Column, LinkedIn, Facebook, Instagram and Twitter

Check out the Atrium Career Column for tips and career advice from a team of experienced recruiters and staffing professionals: [AtriumStaff.com/Blog](https://AtriumStaff.com/Blog). Follow Atrium Staffing on Twitter and LinkedIn or like the Atrium Facebook page to see the latest job openings and stay in touch with a community of recruiters and job seekers.



The screenshot shows the Atrium website's job search interface. At the top left is the Atrium logo. The navigation menu includes 'JOB SEEKER', 'EMPLOYER', 'ABOUT', 'CONTACT US', and 'SEARCH JOBS'. Below the navigation is a search bar with the following options: 'ENTER JOB TITLE...', 'ALL LOCATIONS', 'ALL JOB FUNCTIONS', 'ALL JOB TYPES', and a 'SEARCH' button. The main content area features two featured articles:

- How to Research a Company Before Applying for a Job**: Published on October 15, 2019, in the Career Column. The article discusses the impact of company choice on career satisfaction and work ability.
- Pay Stub Stumped? How to Read Your Pay Stub**: Published on October 4, 2019, in the Career Column. The article addresses common confusion about reading pay stubs.

On the right side of the page, there is a 'Newsletter' section titled 'CAREER & JOB SEARCH ADVICE FOR YOU'. It includes a text description, an email address input field, a 'SUBSCRIBE NOW' button, a 'Search' input field with a placeholder 'To search type and hit enter', and a 'Recent Blog Posts' section.