

ATRIUM ORIENTATION

FOR PAYROLLED ASSOCIATES

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The Atrium Care Package

Healthcare Plans

Atrium offers comprehensive healthcare plans to eligible Associates who are placed on an initial assignment lasting at least 5 months AND work an average of 130 hours per month. 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 login instructions to our benefit portal, which includes plan details, pricing and enrollment instructions. 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 Term Disability (STD) and Long Term Disability (LTD) 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 you fill gaps in your medical coverage by providing cash 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

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

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Supplemental Prescription, Vision and Dental Card

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

Commuter Benefits

Atrium offers a Commuter Benefit program that enables you to use pre-tax dollars toward commuting expenses for parking and transit (subway, bus, train or ferry).

Plum Benefits

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

401(k) Retirement Plan

Atrium offers a 401(k) Retirement Plan through PNC Investments. You will be able to participate in this plan after completing 500 Hours of Service. The month following the completion of 500 hours, you will receive an email from the Atrium Benefits Team that includes plan details and enrollment instructions.

\$5,000 REFERRAL BONUS!

You are able to earn up to \$5,000 in bonuses for referring friends to Atrium. You will earn \$100 for the first friend, \$200 for each additional, \$500 for the fifth and \$3,000 for the tenth – totaling \$5,000 for referring 10 friends! Referrals must work 80 hours in a temporary position or be placed in a full-time position for a period of at least 90 days. All referrals must be placed within a 12-month period for bonus eligibility. You must be a registered Associate of Atrium to be eligible for referral payments. In addition, if you refer a new client with whom Atrium fills an order, you can earn a \$500 bonus. You are eligible for this bonus once the client bills 500 hours and/or makes a direct hire placement with a minimum fee of \$5000. The direct hire placement must exceed the 90 day guarantee period.

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Payroll

eOffice

The Atrium eOffice (<https://www.atriumworks.com/contingent-workforce-eoffice-portal/>) is your online employee account where you can access Timesheets, Pay Statements, Federal/State/Local Forms, Direct Deposit and Money Network Forms, Payroll and Benefit Information, Payroll Calendar listing pay dates, Holidays and Benefit Schedule, and Year End access.

Pay Dates

Payroll is processed weekly on Thursday for direct deposit/check issue on Friday. This schedule will change based on banking holidays; please 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 Payroll follows all federal and state FLSA guidelines, including, not limited to minimum wage, final payment and pay rules.

Jury Duty

If you're selected for jury duty during your assignment, you may be eligible for compensation in compliance 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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Policies

Equal Employment Opportunity

Equal Employment Opportunity is both policy and practice at Atrium. Atrium seeks to provide equal employment opportunities to all employees and applicants for employment without regard to age, race, color, creed, religion, sex, marital status, national origin, ancestry, citizenship, disability, and/or veteran status or other protected status 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 employee or applicant in work assignments, does not invite or honor discriminatory job orders or requests by clients and does not “code” applications or other documents to record the protected status of any applicant or employee. Any employee who violates this policy is subject to discipline, up to and including, the possibility of termination.

Prohibition of Harassment Policy

Atrium is committed ensuring that all employment relationships shall be conducted in a work environment free from harassment and hostility. Harassment based on an individual’s age, race, creed, color, religion, national origin, sexual orientation, disability, marital status, or any other basis is prohibited by applicable federal, state or local law and 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 employee, you are required to abide by Atrium’s 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 termination.

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 pre-approval from your on-site Client manager.

Unemployment Information

For information about your unemployment rights, visit the Benefits/Forms/Paid Sick Leave section of the Atrium eOffice.

Resignations

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

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Atrium Health & Safety Policy

Atrium strives to provide our Associates with a safe and healthy work environment. All Associates must make a conscious effort to be aware of and abide by safety procedures and potential hazards at all times.

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 or providing a written statement to Atrium detailing what occurred. Any information regarding the incident can be reported to workerscomp@atriumstaff.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 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?

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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

Your Atrium Relationship Manager will inform you of the appropriate attire for your assignment before your first day of work.

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:

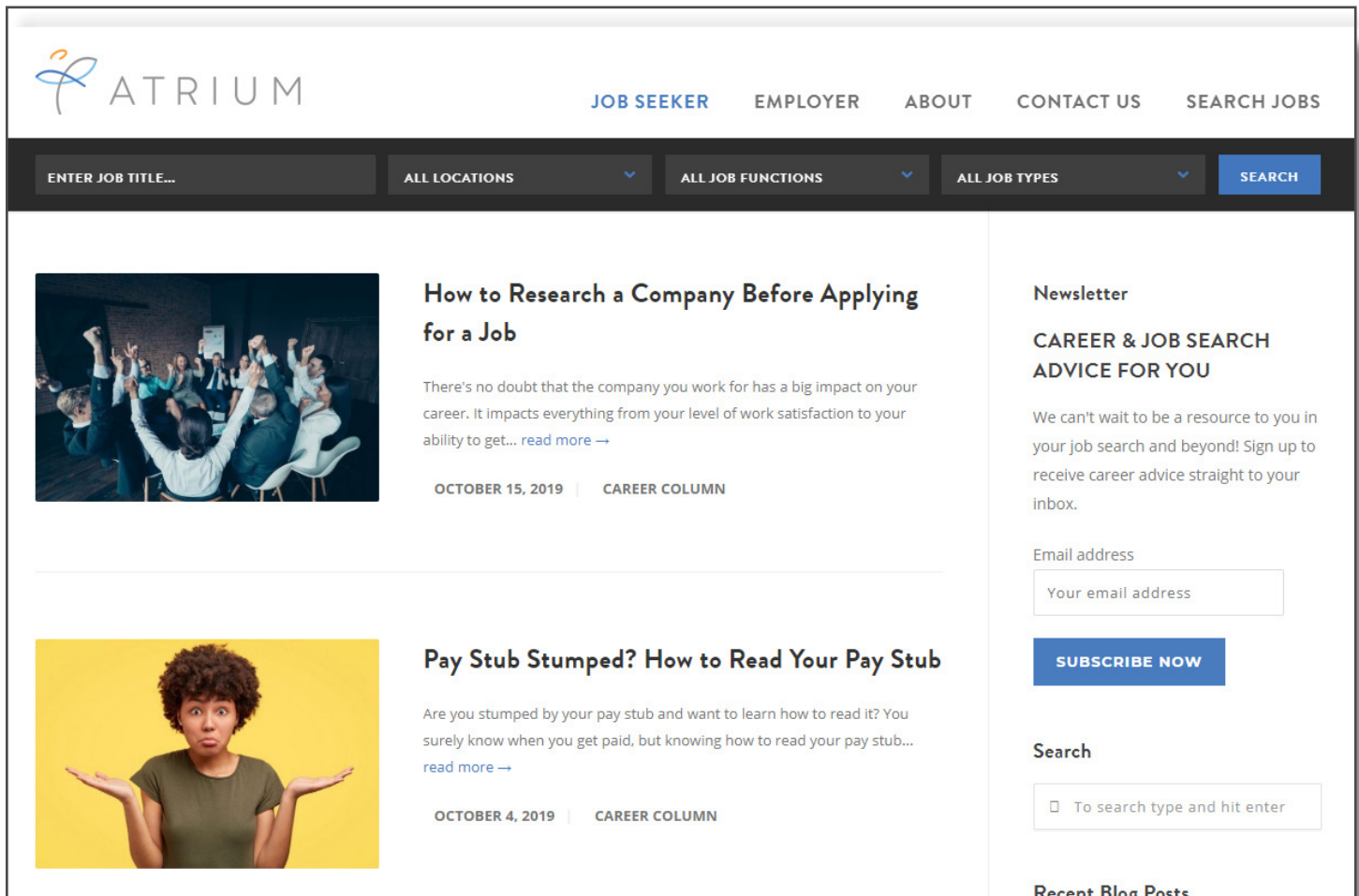
- Use Internet/email for work purposes only
- Be on time to meetings and calls
- Keep your mobile phone on silent or vibrate
- Be proactive and positive
- Limit personal calls to break time
- Abide by all Atrium and client policies

CONNECT WITH ATRIUM ON SOCIAL MEDIA

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Connect with Atrium on the Atrium Career Column, LinkedIn, Facebook 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. 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 page. 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 blog posts:

- How to Research a Company Before Applying for a Job**

There's no doubt that the company you work for has a big impact on your career. It impacts everything from your level of work satisfaction to your ability to get... [read more →](#)

OCTOBER 15, 2019 | CAREER COLUMN
- Pay Stub Stumped? How to Read Your Pay Stub**

Are you stumped by your pay stub and want to learn how to read it? You surely know when you get paid, but knowing how to read your pay stub... [read more →](#)

OCTOBER 4, 2019 | CAREER COLUMN

On the right side of the page, there is a 'Newsletter' section titled 'CAREER & JOB SEARCH ADVICE FOR YOU'. It includes a text box for 'Email address' with the placeholder 'Your email address', a 'SUBSCRIBE NOW' button, and a 'Search' section with a text box containing the placeholder 'To search type and hit enter'. At the bottom of the right sidebar, there is a 'Recent Blog Posts' section.