

WHO IS ATLANTIC SERVICES GROUP?

Atlantic Services Group is managed and operated by a team of professionals all with HR, construction and industry experiences, who provide innovative staffing solutions and flexible job opportunities.

Now in our tenth year of business with offices in Atlanta, GA, Charlotte, NC, Raleigh, NC, Birmingham, AL and Orlando, FL, we are able to provide our services nationwide. Atlantic Services Group has become a great local source for your staffing requirements and committed to continual customer satisfaction.

For our Clients, we meet their individual needs by providing short and long term staffing in whatever position(s) are needed by the clients' request.

For our Associates, we work to understand their skills to find them assignments that match their objectives. We offer short and long term as well as part time positions.

MISSION STATEMENT:

The development of long-term Partnerships with our customers in the hopes of achieving mutual financial success.

**6689-E PEACHTREE INDUSTRIAL BLVD.* NORCROSS, GA
PHONE-770-849-9607 * FAX-770-849-9871
www.atlantic-services-group.com**

ACCOUNT SERVICES

- **On-Site check in for new associates**
- **Customized testing**
- **Drug Testing (If Applicable)**
- **On-site paycheck delivery**
- **Employee of the month**
- **Employer liabilities (State and Federal Unemployment, Workers Comp Insurance, General Liability)**
- **Unemployment Claims Processing**
- **Termination Processing/Exit Interviews**
- **Individual Interviews**
- **Reference Checks**
- **On-Site Recruiting**
- **Facility Tours**
- **Customized Services**
- **Advertising exclusively for Client**
- **Referral Bonuses**
- **Skill assessment testing if applicable**
- **Vacation Pay**
- **File State And Federal Taxes**

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WHERE IS MY MONEY GOING?

The following services listed below are what is included in your bill rate.

- **Associates Hourly Wage**
- **Workers Compensation Insurance, General Liability insurance**
- **941-Federal Taxes, Social Security and Medicare**
- **940-Quarterly Taxes**
- **Unemployment Taxes: State & Federal**
- **W-2 Forms**
- **Accounting Fees**
- **Holiday Pay**
- **Vacation Pay**
- **Newspaper Ads (if applicable)**
- **On-Site application processing (if applicable)**

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TIME SHEETS & PAYROLL

Atlantic Services Group associates are available to become your employee after a period of 26 weeks. If your firm hires an Atlantic Services Group employee before the end of the 26 weeks, the liquidation damages due to Atlantic Services Group would be calculated depending on the time remaining. Atlantic Services Group will provide a weekly report (upon request) showing each employee's status about the remaining hours under contract.

- **Associates will track their hours with the client's existing time clock or Atlantic Services Group's time sheet.**
- **All time sheets must supervisor's signature before faxing to our office.**
- **Time sheets should be faxed to the office on the following Monday, no later than 12 noon in order to process Payroll checks to be ready on Friday.**
- **Payroll checks will be available at Atlantic Services Group's office after 7am on the 2nd Friday after the associate starts.**
- **We will also deliver the checks to the associate(s) on the jobsite.**

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SAFETY IS OUR GOAL

Your Atlantic Services Group representative will request a facility tour from his/her client to better understand their safety practices and requirements such as steel toe shoes/boots, safety glasses, etc.

Safety is addressed to all of our associates during their first interview. In-depth safety requirements are addressed to the associate(s) before their first day on their assignment.

We also request that we are notified of an employee that may be working or behaving in an unsafe manner.

Associates are also instructed to report all on the job injuries to their supervisor's immediately. We also request that the client notifies their Atlantic Services Group representative on a timely manner so as the employee, if necessary, can be taken to the designated health facility.

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RECRUITING

Atlantic Services Group is always looking for new and better ways to recruit and maintain a large reserve of qualified applicants. We have found that employee referrals are our number one recruiting tool. We feel these referrals are attributed to the professional treatment of our associates, which is a reflection on Atlantic Services Group as an excellent company to work for.

Besides referrals on maintaining a pool of qualified associates, Atlantic Services Group will also take advantage of the following tools:

- **Newspaper Ads**
- **Department of Labor**
- **Job Fairs**
- **Client Referrals**
- **Schools (local colleges and universities)**
- **Church Organizations**
- **Referral Bonus Program**
- **CAMA (Cable Television)**

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HIRING PRACTICES

All applicants are required to complete an I-9 (Employment Eligibility Verification Form). Atlantic Services is in full compliance with EEOA (Equal Employment Opportunities Act) as well as ADA (American with Disability Act).

- Telephone Pre-Screen
- Conduct background checks
- Drug Testing (If Applicable)
- Skill Testing
- Reference Checks

Placement As an Associate

- Customized orientation specific to your company will be addressed during pre-employee orientation.
- All Atlantic Services Group associates will be required to pass a drug screening and criminal background check if required by the Client.
- Atlantic Services Group will provide verification of drug screening and criminal history upon client request
- Associates will be required to follow all of the Clients rules, company policies and safety guidelines.

Atlantic Services Group can receive your job orders by telephone, fax or e-mail. Whether you need one or several, we will provide the people to your organization with the skills and experience you have requested.

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