



**NITELINES USA, Inc.**  
FEDERAL SERVICES CORPORATION

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2180 Satellite Blvd, Suite 400 • PHONE: 844661-9120 • FAX: 844-243-7813

## Welcome to NiteLines USA, Inc.

It is our pleasure to welcome you to the staff of NiteLines USA, Inc. We are excited to have you on-board; and, we are confident that your decision to join our company will prove to be mutually beneficial.

Enclosed is your new Employee paperwork. Please fax required paperwork to my secure fax at 844-243-7810 or scan and send to [PM@nitelinesusa.com](mailto:PM@nitelinesusa.com).

Time sheets should be entered in LightsourceHR Portal approved by a supervisor and submitted by close of business on the Friday of each week for all work/hours performed from Monday thru Sunday of each week

Once you are on the job your NiteLines, you can send questions or concerns to [pm@NiteLines](mailto:pm@NiteLines) or call the main office at 844-661-9120 ext. 20.

In the meantime, if you have any questions or concerns, you can always contact me. You can reach me via email at: [HL@nitelinesusa.com](mailto:HL@nitelinesusa.com) or via phone at 844-661-9120 Ext. 23. Welcome Aboard!

NiteLines USA, Inc.  
2081 Satellite Blvd., Ste. 400  
Duluth, GA 30097  
Secure Fax: 844-243-7810  
[www.nitelinesusa.com](http://www.nitelinesusa.com)



**NITELINES USA, INC.**

FEDERAL SERVICES CORPORATION



2180 SATELLITE BLVD., STE. 400, DULUTH GA 30097

• PHONE: 844-661-9120 • FAX: 844-243-7808 •

## NITELINES USA, INC. CONTACT INFORMATION

<p style="text-align: center;"><b><u>HR Department</u></b> 844-661-9120 ext. 20 844-243-7810 (secure fax) <a href="mailto:PM@nitelinesusa.com">PM@nitelinesusa.com</a></p> <ul style="list-style-type: none"><li>• On-The-Job Issues, disputes, etc.</li><li>• Call-in Absences</li><li>• Requesting PTO (paid time off)</li><li>• Employee benefits</li><li>• Annual evaluations</li><li>• Resignation</li><li>• Pre-employment requirements.</li><li>• Submittal of Credentials / License(s).</li><li>• Background / security forms</li><li>• Initial employment forms</li></ul>	<p style="text-align: center;"><b>Payroll/Benefits</b> 844-661-9120 ext. 28 Lana Kvetny <a href="mailto:accounting@nitelinesusa.com">accounting@nitelinesusa.com</a></p> <hr/> <ul style="list-style-type: none"><li>• Payroll Submission Technical Issues</li><li>• Password Reset</li><li>• Incorrect hours/pay, etc.</li></ul>
<p style="text-align: center;"><b><u>Payroll Tech Support</u></b> <b><u>LightSource HR – Phinicia</u></b> <b><u>Bright</u></b> <b><u>877-257-6662 Ext. 181</u></b></p> <p>Technical Issues with Electronic Timecard</p>	<p style="text-align: center;"><b><u>President / CEO</u></b> <b>H.L. McGlockton</b> 844-661-9120 Ext. 23 844-243-7808 (secure fax) <a href="mailto:hl@nitelinesusa.com">hl@nitelinesusa.com</a></p>
<p><a href="http://WWW.NITELINESUSA.COM">WWW.NITELINESUSA.COM</a></p>	