

Employee Checklist

❑ Update your personal contact information

It's important to update your personal contact information - home address, phone number, and personal email address. Keeping contact details current is very important in order to access JPMC HR resources post your employment.

Note: If you are on 'On-call' status, please verify your contact information including personal email address by end of business day of being notified.

[me@jpmc](#) > HR Applications > My Profile

❑ Access Employee Assistance Program

This program helps you with resources, information and counseling to manage the challenges of work, family, career, education, and the many other facets of your life. It's completely confidential, please call at 1-877-576-2007.

[me@jpmc](#) > Health > Wellness > [Employee Assistance Program](#)

❑ Complete all required training assigned

During your notice period, you are considered an active employee and need to ensure that you maintain compliance with the code of conduct. This includes completing any required training assigned to you.

[me@jpmc](#) > Learning > Required Learning

❑ Read your notice letter & release agreement

After your notification, you will receive an email from JPMC Human Resources with a link to access your severance documents. If you are unable to locate the email, click on the Document Records link below and log on with your SSO.

https://jpmc.fa.oraclecloud.com/hcmUI/faces/deeplink?objType=DOCUMENT_RECORDS&action=NONE

Note: To print your severance documents please click the above link from a personal computer and log on with SSO.

❑ Access the Helpful Employee Job Elimination Guide

[Employee Job Elimination Guide](#) is an additional resource for you to review and ensure you understand the information in your notice letter along with other programs/ benefits available to you.

❑ Understand the Severance Pay Plan & Severance Payment Timeline

Policy provides an overview of how the Severance Pay Plan works, including eligibility and severance calculation.

Note: This policy can be accessed only via JPMC network.

[me@jpmc](#) > HR Policies > Pay > [Severance](#)

Severance payment timeline: Generally, you will receive your lump-sum severance payment within two pay periods** after your termination date, provided you have signed the Release Agreement. Applicable taxes and other legally required deductions will be withheld from your severance payment. No benefit deductions/ contribution will be taken from your severance payment.

*Note: **Unless the laws in the state in which you work advise otherwise; If you were notified of NJ WARN eligibility, please refer to your notification addendum letter for further details.*

❑ View the Benefits Replay Session

[Benefits Replay session](#) is a recorded overview of JPMC benefits programs and how your participation may be affected upon leaving the firm. In addition, please refer to the [presentation deck](#)

Note: Recording can be accessed only via JPMC network.

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❑ Status on health insurance coverage

Keep in mind your JPMorgan Chase's Medical, Dental, and Vision will continue through the last day of the month of your termination date (i.e., if your last day of employment is Nov 3, benefits will continue till Nov 30).

To enroll in COBRA, please visit the Benefits web center at myhealth.jpmorganchase.com AFTER your last day of employment (termination date). Your coverage becomes effective retroactive to the first day of the month following your termination date to ensure continuous coverage.

For more information on Benefits including COBRA, please review the [As You Leave Guide](#) and for additional benefits questions call HR Answers 1-877-576-2427.

❑ Verify time away balances & paid time off payment (if applicable)

Confirm your time away records are up to date in Time and Absences; this will ensure the accrued and time away balances are calculated accurately with Payroll (exempt and non-exempt).

You will be paid for any earned and unused vacation & floating holidays. Any other unused paid time off (e.g., sick time, personal days) are not paid unless the laws in the state in which you work require payment. Paid Time Off Payment (if applicable) is generally processed 1 - 2 pay periods post termination date.

Note: If you have used more vacation than you have accrued by your termination date, this will be considered a salary advance and will be recovered at termination.

❑ Refer to the [As You Leave Guide](#)

This guide will help you understand the steps to take prior to your last day of work. Topics include: Health Care/COBRA, Retirement eligibility, Insurance Coverage, Final Pay & Paid Time Off, 401k, Pension, Compensation Programs and Resetting SSO.

Note: Guide can be accessed from a personal computer at myrewards.jpmorganchase.com log on with SSO.

❑ Action on retirement savings plans & compensation programs

Please read the [As You Leave Guide](#) to understand your options and next steps with JPMC 401(k), Pension, Employee Stock Purchase, Deferred Compensation, and Long-Term Incentive (RSUs) Plans. You can also access websites and contact information from a personal computer at myrewards.jpmorganchase.com > My Web Centers > Need Help? > Contact information

❑ Register for career services with Lee Hecht Harrison (LHH)

LHH's personalized programs are more than just a job search, they provide 1:1 coaching, branding, webinars, workshops, networking groups, and the most innovative digital tools on the market. You can register during your notice period or up to 90 days from termination date. To learn more, view the [LHH Candidate Intro Video](#), refer to the details attached below to attend upcoming overview session or call LHH at 1-888-224-4120.

❑ Access JPMC sites from a personal computer

During your notice period, you can access me@jpmc from a personal computer and review your personal information, pay and tax statements, enter time away, rewards and retirement savings accounts, benefits, employment verification, etc., at <https://hr.jpmorganchase.com/hr> and log on with SSO.

After your employment ends, you can access My Rewards from a personal computer to review your compensation, 401K, pension plan, and benefits at myrewards.jpmorganchase.com and log on with SSO.

In addition, you will be able to keep your personal information update to date and access your severance and financial documents at formeremployee.jpmorganchase.com

Note: After your employment ends, you will need to reset your SSO password the first time to log on to My Rewards & Former Employee Support Center password.jpmchase.com

LHH Overview Session for JPMC

How will you begin your next chapter?

In this time of transition, JPMC has provided LHH Career Transition Services, **at no cost to you!** There's no avoiding the fact—laying a course for your career evolution can be tricky. But with our decades of experience behind you, you'll have a competitive advantage over other job seekers.

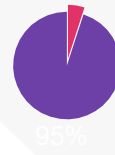
Think of us as your dedicated career support team with a comprehensive and proven program to **help you transition into your next opportunity**—whether in a similar position, a career change, entrepreneurship, or something else.

Join this session for an Overview of Your LHH Program - Which Includes:

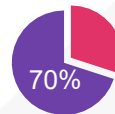
- ▶ **Career coaching**—personalized coaching to help you interview effectively, manage your online reputation, and negotiate a new position at a better salary
- ▶ **Personal Branding - Resume and LinkedIn® profile development**—from experts who know how to help you stand out from everyone else
- ▶ **Daily job leads**—including unpublished opportunities
- ▶ **Networking**—connect with other professionals in your local market and thousands of LHH alumni
- ▶ **Digital Talent Exchange**—visibility to thousands of employers and recruiters looking for new hires
- ▶ **16,000+ LinkedIn Learning & General Assembly courses**—lifetime access to on-demand learning via LHH Alumni Services

Register for any of the sessions here!
or go to: <https://tinyurl.com/yr3ez6fj>

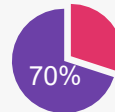
Did You Know?



95% of recruiters use LinkedIn® to find candidates



70% of companies have disqualified candidates based on their online profile



70% of people find jobs through networking vs. 8% through job boards



July 18th

or

July 23rd

2:00pm-2:30pm ET

Any initial questions?

Email: JPMC@lhh.com

Ready to start your program?

Visit: register.lhh.com

Call: 888.224.4120

Email: careerservices@lhh.com

Text: "Careers" to 315.646.5447

Scan:

