



Exit Checklist

☐ **Client and/or TCS Assets and Access**

Ensure to submit any Client and/or TCS assets to your Supervisor on your last day, i.e. ID Badge, Mobile Phone, Laptop, Data Card, etc., and send email acknowledgement to your Supervisor and/or HR.

Ultimatix access and TCS Webmail will be deactivated on your last day worked. Ensure to complete all exit formalities prior to your last day, including downloading personal documents from Ultimatix->Employee Services->My Documents.

☐ **Timesheets**

Ensure to submit your timesheets at the earliest (recommend at least 3 days prior to last day worked) in Ultimatix->Timesheet Entry.

☐ **Claim Reimbursement**

Ensure to submit any remaining business expenses at the earliest (recommend at least 2 days prior to last day worked) in Ultimatix->GESS.

☐ **Personal Contact Details**

Ensure to confirm your mailing address, personal email, and phone numbers prior to your last day worked in Ultimatix->GESS.



Health Insurance & Benefits.

Medical, Dental and/or Vision

Medical, dental and/or vision coverage remains active until the end of the month in which you separate. You can extend your health coverage for up to 18 months through COBRA. Should you decide to enroll in COBRA there is no lapse in health coverage.

Information on COBRA, premium rates and instructions on enrollment will be mailed to the home address on file approx. 2 weeks after your benefits are no longer active.

For any further information please contact Mercer Marketplace at 855-611-0975.

Short Term Disability/Long Term Disability/ Flexible Spending Accounts / Commuter Benefits Basic/Supplemental Life Insurance and any other enrolled benefits with TCS.

If you wish to get more information on eligibility of these benefits after your last day with TCS or to get more information on converting or porting (only applicable policies) group policy(ies) to individual policy(ies) please contact Mercer Marketplace at 855-611-0975.

Vacation

Any accrued but unused vacation leave balances will be cashed out with your final paycheck.

401K Retirement Plan

401K/Roth retirement account remains active until the end of the month in which you separate. Please contact Wells Fargo directly at 1-800-728-3123 to manage your account once your benefits are no longer active.

Pay Statements

ADP iPay portal access will remain active for 3 years from your last day worked to access your US pay statement(s) and W2 form(s). Log into your profile at ipay.adp.com and ensure to set up security questions to manage access.

Please note, final pay statement is available approx. 2 weeks after your last day worked.

Employment Verifications

For future employment verifications, please reach out to USEMP.Verification@tcs.com.

For experience letter requests, please reach out to Naseparations.Naemp@tcs.com.