

Helpful tips and information to keep in mind as you transition off assignment

Final Timecard: Submit your final timecard and any outstanding expenses. Contact your representative regarding any pending timesheets or expenses.

Paystubs: Existing paystubs and W-2's are available online (<https://eservices.paychex.com/secure>).

Benefits: COBRA options and documentation are mailed to your home address within 30 days for separation. Benefits are retro-active back to the date of separation.

401k: 401k options are available at Wells Fargo for further information, 7am-11pm EST Monday – Friday, 800-728-3123, or www.wellsfargo.com.

Equipment: Return all client-issued equipment to the client manager: badges, commuter passes, etc. If you have Populus Group equipment, please return to your Populus Group representative or request a shipping label if needed.

Future Opportunities: Please keep in touch with your Recruiter(s)! You can do this via opportunities@populusgroup.com. Also follow us on LinkedIn, Facebook and our other communication channels.

Referrals: The best compliment to our company is a referral. If you know someone who is in the market for a new opportunity, send them our way to opportunities@populusgroup.com.

Unemployment: If filing for unemployment, contact your state's unemployment agency.

- Filing Information: Populus Group, Federal ID# 38-3659021.

If you have questions or feedback, please feel free to contact your Populus Group representative. We are committed to making this a smooth transition for you and assisting you in any way we can.