

EXIT INFORMATION *and*

FORMER EMPLOYEE *Guide*

The below information applies to Team Members at Goodwill of Central and Northern Arizona and Goodwill Industries of Monocacy Valley (together, the “Company”). This information is subject to change at any time, with or without notice. This information is also subject to change in accordance with applicable local, state or federal laws.

FINAL PAYCHECK

If you normally receive your pay check by direct deposit or pay card, your funds will be deposited into the account we have on file. If you do not have a direct deposit or a pay card on file, a live manual check will be mailed to your home address that is on file. If your address has changed please contact Human Resources immediately at 1-833-624-0920 to ensure the check is mailed to the correct address.

PROPERTY RETURN

You are required to return any Company property you may have in your possession, such as your identification badge, keys, cell phone, pager, tools, uniforms, computer equipment, files, etc.

W-2 FORM

Your W-2 (year-end tax record) will be mailed within Internal Revenue Service guidelines to the address on file with Human Resources. If your address has changed please contact Human Resources immediately at 1-833-624-0920. W-2 forms are also available through ADP iPay for the year 2020 and prior, and Workday for the year 2021 and after.

VERIFICATION OF EMPLOYMENT

Please visit The Work Number at www.theworknumber.com or call 1-800-367-5690. To request verification of employment. The employer code is 26043. You may also send a direct request by email to HRSupport@goodwillaz.org or via fax at (602) 535-4335. Make sure to include the "last four of your Social Security Number and date of birth for identity verification purposes.

INSURANCE PREMIUMS

Insurance premiums will be deducted from your last check for any plans you are currently enrolled in.

MEDICAL BENEFITS

If you are enrolled in medical benefits, your coverage will end on the last day of the month in which you were terminated.

MEDICAL, DENTAL, VISION AND HEALTH CARE SPENDING ACCOUNT

In accordance with the Consolidated Omnibus Reconciliation Act of 1985 (COBRA), you and your covered dependents have the option to continue your medical, dental, vision and/or health care spending account coverage for up to 18 months beyond your group coverage ending date. Coverage is eligible for up to 29 months if the covered person is disabled, as defined by Social Security Administration or becomes disabled at any time during the first 60 days of your COBRA eligibility period. You will be mailed a notification letter and application to the address on file in Human Resources from our third-party administrator, WEX. If you have any questions, you may contact WEX at 1-866-451-3399.

EMPLOYEE AND DEPENDENT LIFE

You may be eligible to convert your group life insurance to individual policies. You must apply for the conversion and pay the first premium within 31 days after termination. Please contact the Life Insurance Carrier, UNUM, at 1-800-421-0344 to initiate the conversion request.

CERTIFICATE OF CREDITABLE COVERAGE

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you will be mailed, with your COBRA notice from WEX, a Certificate of Creditable Coverage, which verifies the period of time you and your enrolled dependents were covered. You may need to present this certificate to a future employer in order to obtain credit toward its health plan's pre-existing condition exclusion.

RETIREMENT PLAN

If you are currently participating in the Company retirement plan, within 4-6 weeks of your termination date, you will receive a packet from The Principal outlining your options. Areas that will be addressed are distribution options, tax consequences and penalties, if any, that you will have depending on the decision you make for your monies.

TRANSFER

If you are transferring to another Goodwill, certain benefits may be transferable. Contact the Human Resources Department of the division in which you are transferring to determine which benefits are transferable.

REINSTATEMENT

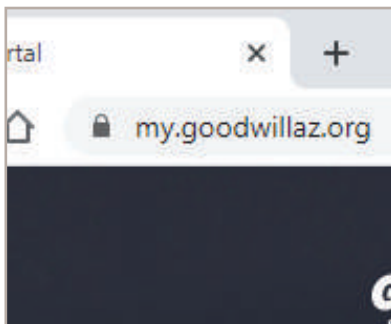
Should you return to employment with the Company, certain benefits may be eligible for reinstatement. Contact Human Resources at 1-833-624-0920 for more information.

WORKDAY ACCESS *for* FORMER EMPLOYEES

You can view and update your information in Workday

1

Go to web address:
my.goodwillaz.org



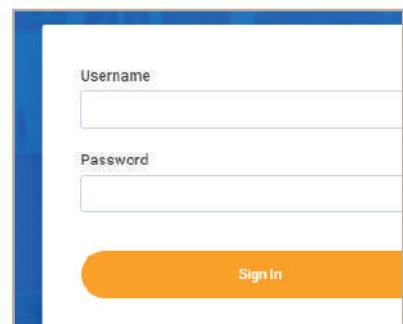
2

Click the link under the
Workday icon
(former employees: Login Here)



3

Use your Workday
username and
password to log in



FOR NEW WORKDAY LOGINS OR FORGOTTEN PASSWORDS

1. Click the "Forgot Password?" link on the login screen.
2. Next, enter a your username and personal email address.
3. If you don't remember your username, contact HR support to verify your information
4. The former employee will receive an email to their personal email account with a link to reset their password.

If you have any questions or need assistance please call **1-833-624-0920**



iPay Registration Instructions

These instructions are designed to walk you step-by-step through setting up your iPay account.

Please read and follow instructions carefully!

You will need the following items to complete your registration:

- Your social security number
- An email address—personal email recommended; Goodwill email can be used as an alternate
- Mobile (cell) phone number—recommended, not required

Registration

1. Enter this link in your internet browser: <https://my.adp.com>

NOTE: Use **Firefox** or **Google Chrome** for best results

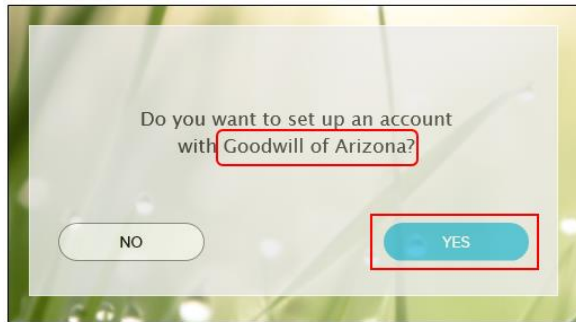
- You will see the login screen below
- Click on **Register Now**

A screenshot of the ADP login interface. At the top, it says "Welcome to ADP". Below that are input fields for "USER ID" and "PASSWORD", each with a small icon to its right. Under the password field is a checkbox labeled "Remember User ID". A blue "SIGN IN" button is centered below the fields. Below the button is a link that says "Forgot your ID/Password?". At the bottom, there is a section for "First Time User?" with a red rectangular box highlighting the "REGISTER NOW" button.

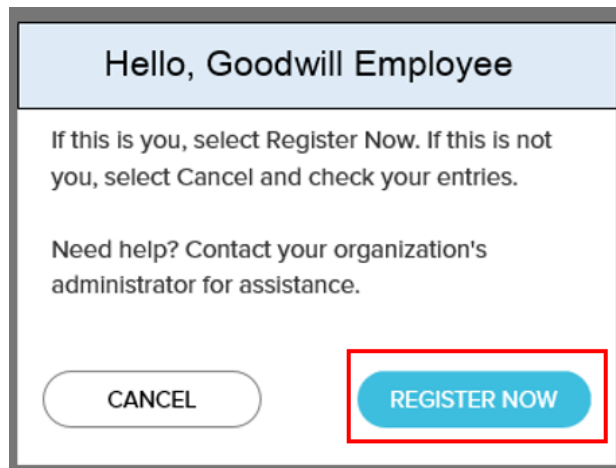
2. Enter the registration code: **Goodwill-2626** (This is case-sensitive.)

A screenshot of the ADP "Create your account" screen. The title "Create your account" is at the top. Below it is the label "Registration code". A text input field contains the code "Goodwill-2626". To the right of the input field is a small blue question mark icon. At the bottom right, there is a blue "NEXT" button.

3. A new screen will appear, verifying the Company registration.
 - Double-check that the company reads "Goodwill of Arizona"
 - Click on "Yes" to go the next step.



4. Enter your name and social security number, then click on **CONFIRM** button.
5. A new screen will appear, confirming your name. Click on **REGISTER NOW**.



6. The next screen will complete your registration.
 - A. Input your contact information (email and mobile phone number)
 - It is recommended that you use your personal email address if you have one. Or, you may use your Goodwill employee email (firstname.lastname@Goodwillaz.org)
 - Click on the down arrow in the *Country Code* box to open a list. Click on United States.
 - Click on the "I authorize...." box.

A screenshot of a form titled "Enter your contact information". At the top, there is a message box that says: "To avoid answering your security questions during your next password reset, you can:" followed by two bullet points: "Enter an email address and mobile phone number that are not shared with others." and "Authorize ADP to send you text messages about your account." Below this, there are input fields for "Email address" and "Mobile phone number". To the right of the "Mobile phone number" field is a "Country code" dropdown menu. Below the "Country code" dropdown is a checkbox labeled "I authorize ADP to send me notifications regarding my account, according to ADP'S TEXT MESSAGING TERMS AND CONDITIONS." The checkbox is highlighted with a red rectangular box.

- B. **Note your user ID**
- C. Create your password. *Note the special format requirements.*

View your user ID and create a password

Memorize your user ID and password now, so you remember them later.

User ID *

GWilly@Goodwillla

Password (case sensitive) * ?

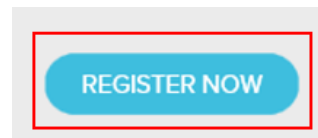
☐ Show password


Passwords must be 8 - 20 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password (case sensitive) *

☐ Show password


- D. Select and answer security questions.
- E. Click on the **REGISTER NOW** button at bottom of the screen.






✓ Congratulations! Your registration is complete!

Your account

 Your user ID: GWilly@Goodwillla

 Your available ADP services:

MYADP

ADP VANTAGE HCM

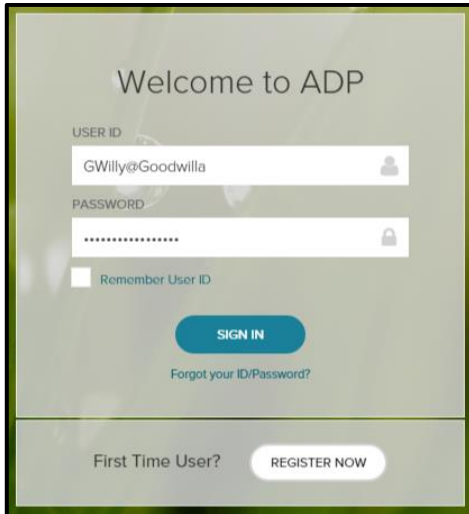
IPAYSTATEMENTS

- 7. Click on **IPAYSTATEMENTS** button. This will take you to the iPay login screen.

Logging In

NOTE: Use **Firefox** or **Google Chrome** for best results

1. Enter this link in your internet browser: <https://my.adp.com>
2. Type in your user ID and your password. (Remember: passwords are case-sensitive.)
3. Click on the **SIGN IN** button

The image shows the ADP login interface. At the top, it says "Welcome to ADP". Below that are two input fields: "USER ID" with the text "GWilly@Goodwilla" and "PASSWORD" with masked characters. There is a "Remember User ID" checkbox. A blue "SIGN IN" button is centered below the fields. Below the button is a link "Forgot your ID/Password?". At the bottom, it says "First Time User?" next to a "REGISTER NOW" button.

Welcome to ADP

USER ID
GWilly@Goodwilla

PASSWORD

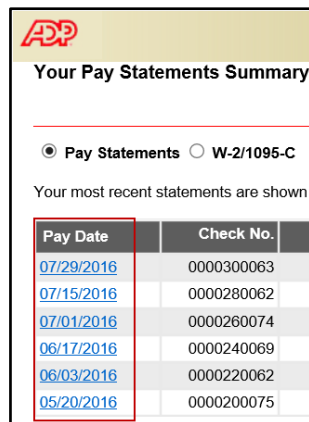
☐ Remember User ID

SIGN IN

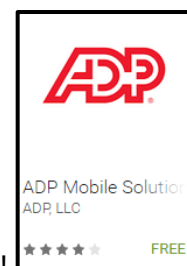
[Forgot your ID/Password?](#)

First Time User? **REGISTER NOW**

4. You are now able to view your pay statements and year-end tax forms. Click on the pay date(s) to open pay statements.

The image shows the "Your Pay Statements Summary" page. It has the ADP logo at the top. Below the title, there are two radio buttons: "Pay Statements" (selected) and "W-2/1095-C". Below that, it says "Your most recent statements are shown". There is a table with two columns: "Pay Date" and "Check No.". The "Pay Date" column contains dates from 07/29/2016 down to 05/20/2016. The "Check No." column contains corresponding check numbers. The "Pay Date" column is highlighted with a red border.

Pay Date	Check No.
07/29/2016	0000300063
07/15/2016	0000280062
07/01/2016	0000260074
06/17/2016	0000240069
06/03/2016	0000220062
05/20/2016	0000200075



- Sign up for the free mobile app! See your pay info on your phone!