

## OFF-BOARDING FAQ

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

**Final Timecard:** Submit your final timecard and any outstanding expenses on or before your last day of employment. Contact your representative regarding any pending timesheets or expenses.

**Paystubs:** Existing paystubs and W-2's are available online:

<https://dhr.aviontego.com/portals/login.aspx?CompanyID=KCMTechnical>

**Benefits:** COBRA options and documentation are mailed to your home address within 30 days after separation, if you were enrolled in a medical, dental, or vision plan at the time of separation. Benefits are retro-active back to the day after the final date of coverage.

**401k:** If you participated in our 401k during employment, you may either keep your funds in existing American Funds account, or you may roll it over into another existing account. For further information on rolling your money over, please contact : Integrated Financial Group, <https://www.integratedfg.com/>  
Michelle Blonde [mblonde@integratedfg.com](mailto:mblonde@integratedfg.com)

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

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

**Filing Information:** KCM Technical, Inc. EIN#: 20-3612363, UIA#: 2075452-000

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

### This is not the end

**Future Opportunities:** Please keep in touch with your Recruiter(s)! You can do this via [jobs@kcmtech.net](mailto:jobs@kcmtech.net). Also follow us on LinkedIn, Facebook and our other communication channels.

**Referrals:** The best complement to our company is a referral. If you know someone who is in the market for a new opportunity, send them our way to [jobs@kcmtech.net](mailto:jobs@kcmtech.net)