



2026

TrueBlue Separation Guide

Pay, Benefits & More

U.S. Associates

Topics included in this guide:

Pay

Benefits

Employment Verification

ComplianceAlert

Company Property

Contact Information

Contact Directory



2026 U.S. Associates

We understand that you probably have many questions about what your employment separation means for you and your family. This document will provide you with important information about what will happen to your benefits as you separate employment with TrueBlue and affiliated companies. We will also cover other essential items including your final pay information to make the transition as smooth as possible.

This guide applies to the TrueBlue Associate Benefits Program to include all U.S. associates, talent acquisition consultants, part-time employees, flex part-time employees and flex and mobile drivers of TrueBlue, PeopleReady, PeopleScout, Staff Management I SMX, SIMOS and Centerline. This guide does not apply to Hawaii or Puerto Rico Associates. Not all the information provided in this guide applies to all Associates.

Pay

You will be paid in accordance with your current payroll payment election method. If you would like to change your payment method, please contact Payroll Services. The final paycheck will include compensation for time worked through your date of termination. Final pay will be offset by any Paid Time Off (PTO) that was taken but not earned as well as any outstanding money that is owed to TrueBlue. If you have questions about your final paycheck, please contact payrollquestions@trueblue.com or at 800.610.8920, option 3 then option 4.

- Only a few states mandate PTO payout. For details on PTO payout, please contact Payroll.
- Unearned PTO: Unearned or advanced PTO time that has been taken, but not accrued, will be deducted from your final pay.
- Health Benefits: The full or remaining current monthly health benefit deduction, including premium payment in arrears if applicable, will be deducted from your final pay.
- Operation Advance: If responsible for the operation advance of a branch, it must be at a zero balance on your last day. Any balance left from the operation advance will be deducted from your final pay.
- Please note that some forms of final payment, such as severance pay, will be taxed at the current IRS supplemental withholding rate, which is currently 22% for federal withholding. State withholding, if applicable, may also have a supplemental rate.

Pay Slip Statements

Your final pay slip will be sent to the personal email on file in Oracle within one week of the final payment. To request copies of pay slips, please email payrollquestions@trueblue.com.

How to Get your W-2

Make sure to update your mailing address with any changes to HR by December 10th by emailing employeeservices@trueblue.com. W-2's will be available to access online by January 31st for the prior year. To access W-2's online after this date, sign on to the ADP service website, <https://myadp.com>.

- Login with your credentials or Select Create Account if you have never logged in before.
- Select Find Me or I Have a Registration Code: TrueB-W2.
- Once logged in, you can access your prior year W-2.

If you still need help accessing your W-2, please call our W-2 Call Center at 800.722.5840, between 7 am and 5 pm (PST), Monday through Friday.

Medical, Dental & Vision

Below is an outline of what happens to your benefits as your employment ends. This information pertains to the 2026 benefit offerings.

COBRA Continuation

If you were enrolled in one of our medical plans (UHC or Kaiser), dental plans (UHC), and/or vision plans (UHC), your benefits will end as of the last day of the month of termination. You can expect to receive a COBRA notification from our partner, Benefit Harbor. Look for this letter to be mailed to your home address approximately 2+ weeks after your termination date. You may elect to continue coverage under COBRA at the premiums outlined in the notification. Please wait for the letter to arrive, if you do not receive it within 3 weeks after your last day worked, please call UHC at 866.747.0048.

- The COBRA election window will be available for 60 days after loss of active coverage. After this time, you will no longer be able to select COBRA coverage.
- Once elected and payment is remitted to Benefit Harbor, COBRA coverage will become effective retroactive to your last day of active coverage.
- If you do not elect COBRA coverage within 60 days, you forfeit your rights to COBRA coverage for all plans.

If health care or emergency services are needed during the transition to COBRA coverage, you can discuss the transition with your healthcare provider who may have special arrangements for these situations. Alternatively, you can make payment for services and submit receipts for reimbursement to the appropriate insurance carrier after COBRA coverage is activated. More costly services can be resubmitted by the provider at a later date for payment.

COBRA Continuation & Medicare Considerations

If you currently have Medicare, are eligible for Medicare, or are approaching age 65, please review the following before enrolling in COBRA:

- If you already have Medicare and then become eligible for COBRA, you can have both. Medicare will be your primary payer, and COBRA will be secondary. You may enroll in COBRA and keep Medicare coverage, but you will be responsible for paying both premiums. Alternatively, you can decline COBRA and maintain Medicare only.
- If you are eligible for Medicare at the time COBRA is offered even if you have not enrolled, COBRA will still follow secondary payer rules. COBRA assumes you have Medicare Part B and will reduce payments accordingly. For this reason, most people in this situation choose Medicare over COBRA. Ultimately, your decision should be based on your individual circumstances.
- If you become eligible for Medicare after enrolling in COBRA, your COBRA coverage will end the month you become Medicare eligible. To avoid gaps in coverage, enroll in Medicare immediately.

For more information, contact Medicare at 800-633-4227 or visit www.medicare.gov.

You can also reach out to GoHealth, a leading Medicare marketplace that helps simplify enrollment in Medicare Advantage, Prescription Drug (Part D), or Medicare Supplement plans. Consultations are free: Call 888-380-0785.

Shop for Health Plans via GoHealth

GoHealth for States gives you access to health insurance plans from multiple providers at competitive rates. You can compare these plans and rates with COBRA to determine which option best fits your needs. For assistance, contact GoHealth at 855-644-8900 or www.gohealth.com/states.

Shop for Health Plans via Healthcare Insurance Marketplace

You can also explore coverage options through the Health Insurance Marketplace, a service that helps individuals shop for and enroll in affordable health insurance plans. The Marketplace is operated by the U.S. government and is available at www.healthcare.gov.

Fixed Indemnity Supplemental Plans

Standard Fixed Indemnity Supplemental Plan

Your coverage under this plan your will end as of the last day of the month of termination*. Voya will send you a letter regarding next steps if you wish to continue this coverage. You must apply for portability and pay the first premium within the 31 days, or your policy will be canceled. Payments would be submitted directly to Voya going forward. You may contact Voya at 877.236.7564 for further information.

Preferred Fixed Indemnity Supplemental Plan

Your coverage under this plan your will end as of the last day of the month of termination*. Voya will send you a letter regarding next steps if you wish to continue this coverage. You must apply for portability and pay the first premium within the 31 days, or your policy will be canceled. Payments would be submitted directly to Voya going forward. You may contact Voya at 877.236.7564 for further information.

*Fixed indemnity coverage terminates on the earliest of the following: the date the policy terminates, the date you are no longer in an eligible class, the date your eligible class is no longer covered, the date you voluntarily cancel your coverage, the end of the period for which you paid premiums, if you stop making a required premium contribution, subject to the grace period, the end of the policyholder's grace period, if the policyholder does not remit premium to us by the end of such period, or the last day you are in active employment.

HSA

Health Savings Account

If you have a Health Savings Account (HSA), you may continue to use it, as the account is yours to keep. Your HSA will remain open and active unless you choose to close it. As long as the account remains open and has available funds, it can be used to pay for qualified medical expenses for you and your eligible dependents.

Once Bank of America is notified of your termination, you will receive a letter with next steps. Please note that administrative fees for the account will become your responsibility. For more information, please visit myhealth.bankofamerica.com.



Life Insurance

Group Life Insurance (Voluntary)

Your coverage under this plan terminated on your last day worked (or your date of termination if you were on a leave of absence). If you wish to continue your coverage and minimum conditions set by Aflac are met, there are features which allow you to keep life insurance at a cost set by the insurance carrier. You must apply for portability and pay the first premium within the 30 days, or your policy will be canceled. Payments would be submitted directly to Aflac going forward. You may contact Aflac at 800.433.3036 for further information.

Disability Insurance

Short-Term Disability (STD)

Your coverage in this plan is terminated on your last day worked (or your date of termination if you were on a leave of absence). If you incurred a disability prior to termination and are receiving approved benefit payments, STD benefits are payable according to the terms of the Group Policy in effect on the date you became disabled. Your right to receive STD benefits will not be affected by your termination of employment. You must apply for portability and pay the first premium within the 30 days, or your policy will be canceled. Payments would be submitted directly to Voya going forward. You may contact Voya at 877.236.7564 for further information.

Separation while on Leave of Absence, FMLA, ADA and on STD

Employees who have taken or are currently on leave under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), or similar state laws may still be subject to layoffs. If you are separated from employment while on leave and are receiving Short-Term Disability (STD) or Long-Term Disability (LTD) benefits, Voya will continue payments until the earliest of the following:

- The date you are no longer disabled.
- The end of the maximum benefit period for your disability (see your schedule of benefits).
- The date you no longer meet all eligibility conditions.
- The date of your death.
- The date you fail to provide written proof of continued disability to VOYA.
- The date you cease to be under regular and appropriate care of a doctor, or refuse to undergo an examination or testing by a doctor of VOYA's choosing.

The date you stop receiving regular and appropriate care from a doctor or refuse an examination/testing by a doctor chosen by Voya. If the group policy or its disability coverage terminates after you qualify for benefits, Voya will continue payments as long as you remain eligible under the terms of the policy in effect when you qualified. For assistance, contact Voya at 800-955-7736.

Voluntary Plans

Critical Illness, Accident Insurance & Hospital Indemnity

You must apply for portability and submit your first premium payment within 31 days, or your policy will be canceled. Going forward, all payments will be made directly to VOYA. For more information, contact VOYA at 877.236.7564.

Cancer Detection & Genetic Screening

If you were enrolled in Cancer Detection & Genetic Screening as of your termination date, you can continue your Genomic Life membership at the same rate. You will need to log into the Genomic Life member platform, www.member.genomiclife.com, and enter your payment information for direct payment. If this is your first time logging in, you should use the email you used when you originally enrolled, then click "Forgot your password?" to set up your account. Members have 90 days to enter payment information and stay in the program. Please contact the GENOMIC LIFE Member Services team with any questions: 844-694-3666.

Legal Plan

If you were enrolled in MetLife Legal Plans as of your termination date, you must respond within 30 days to MetLife to continue coverage. You can reach out to 800.821.6400 and work with their customer service team to begin the enrollment process. Please note, enrollment is prepaid via remittance of a lump sum payment for a 12-month period and remains effective for a 12-month period. Portable enrollments will remain in effect for a 12-month period and refunds will not be issued.

Identity Theft + Fraud Protection

If you were enrolled in Aura Identity Theft + Fraud Protection as of your termination date, Aura Identity & Fraud Protection will send you an email regarding next steps if you wish to continue this coverage. You must respond within 30 days, or your policy will be canceled. If there are any questions, you can reach out directly to Aura Identity & Fraud Protection at 844.931.2872.

Home & Auto Insurance

If you were enrolled in Farmers Home and Auto Insurance as of your termination date, please note that your premium may change at renewal, as the company discount will no longer apply. You will need to continue making payments directly to Farmers. For additional information, please contact Farmers at 800-438-6381.



Unemployment

All states have enacted unemployment integrity laws requiring employers to respond to unemployment claims accurately and on time. TrueBlue must provide the state with information for all employees who leave the company, whether voluntarily or involuntarily. The state ultimately determines eligibility for unemployment benefits. Please note: Severance pay may affect unemployment benefits, and the impact varies by state. When an unemployment claim is filed, severance pay must be reported to the state. To confirm your eligibility, contact your state unemployment office or visit www.usa.gov/unemployment.

Unemployment Eligibility

So your state unemployment office is the best source for accurate information. Each state sets its own eligibility guidelines, but you may qualify if you:

- Are unemployed through no fault of your own
- Meet your state's work and wage requirements
- Meet any additional state requirements

Separation Agreements (if applicable) and UI Claims

Having signed your separation agreement does not disqualify you from receiving unemployment benefits.

Filing a UI Claim

You need to file a claim with the state in which you worked.

UI Claim and Employer Location Information

It is recommended to use the address of the location in which you physically worked. Alternatively, you may use the TrueBlue Tacoma corporate information as follows.

Address: TrueBlue, Inc., 1015 A Street, Tacoma, WA 98402

Phone: 253.383.9101

See list below for FEINs. When filing a claim, you should list the FEIN for the company listed on your paychecks while employed. Employer FEINs:

	FEIN
TrueBlue Inc.	91-1287341
PeopleReady, a TrueBlue Company	
PeopleReady, Inc.	22-3606736
PeopleReady Florida, Inc.	22-3606731
PeopleScout, a TrueBlue Company	
PeopleScout, Inc.	36-3755387
PeopleScout MSP, LLC	61-1808863
PeopleManagement, a TrueBlue Company	
Centerline Drivers, LLC	26-1852032
Staff Management Solutions, LLC	32-0361876
SMX, LLC	38-3860129
SMX Cargo, LLC	90-1015915
Simos Payroll, LLC	45-3928920
RenewableWorks LLC, a TrueBlue Company	38-3770121
Healthcare Staffing Professionals (HSP)	20-5719228

Employer UI Claim Processing

We are committed to responding to all claims as quickly as possible, in the order they are received. Additionally, we ensure that every claim is addressed before the state-mandated deadline.

State Unemployment Department Approval or Denial of UI Claim

Approval or denial of an unemployment claim is a decision made by each state's unemployment department. Please reach out to your state if you have questions about the status of your claim. Click here to find contact information for your state's unemployment department.

ComplianceAlert

TrueBlue established ComplianceAlert as a way for individuals affiliated with the Company to anonymously and confidentially raise ethics concerns and report violations of the law and the Company's Code of Conduct, values, BE TRUE standards, policies and other company rules.

Raising concerns or reporting misconduct can be done online at www.truebluecompliancealert.com or you can report by phone in the United States and Canada at 1.855.70.ALERT. When calling outside of the US & Canada, callers must first dial the direct access code for their country and their specific provider if one is required. Check the DA website business.att.com for the local codes. Local privacy laws in Spain and the EU may permit only specific types of reporting, such as accounting, financial, auditing and bribery to the hotline phone number. In those countries, report other issues to TrueBlue Human Resources at hr-advice@trueblue.com.

Company Property

At the time of your separation, the following items must be returned to the company. If you still have any of these items after termination, please make arrangements to return them immediately.

Support Staff	Operations Employees
Company credit cards	Company credit cards
Building access card/ID badge	Branch key
Parking garage access card	Wireless devices
Wireless devices	Laptop
Laptop	

Company Issued Equipment

Please make arrangements with your manager to return all company issued equipment. Failure to return Company or Client property after separation will impair your eligibility for rehire with the company in the future.

Company Issued Wireless Devices

If you have been issued a cellular phone or a Wi-Fi device by the company, the devices must be returned to your manager on or before your termination date. Make sure the device is returned unlocked. If you receive calls on your personal phone from customers, please direct them back to the correct TrueBlue contact.

Expense Report

If you have any outstanding business expenses, on the company card or out of your own pocket, please submit them via Oracle Self Service on or before your last day of employment. If you have questions, please email expenses@trueblue.com.

Cancel Company Travel

Prior to or on your termination date, all company travel scheduled to occur after your termination date must be cancelled. Cancel travel at Adelman Travel Desk at 253.680.8286 or via email at travel@trueblue.com.

Contact Information

Update Home Address, Personal Phone Number and Email Address

Please ensure we have your current address, personal phone number, and email address on file. This is important so you receive your benefit information and tax documents, such as W-2 and 1095-C. To update your information, email Employee Services at: employeeservices@trueblue.com.

The information included in this document contains general benefit information. Continuation of benefits may be subject to the applicable plan terms, conditions, and limitations. All benefits are subject to and qualified in its entirety by the applicable plan documents. Voluntary plans are individual policies and are not considered sponsored or endorsed plans by your employer.

Contact Directory

		Phone	Website/Email
TrueBlue - Payroll Services	Final pay, change payment method or request pay slip statements	800.610.8920, opt 3 then opt 4	employeebenefits@trueblue.com
Contact information			
TrueBlue - Benefits Dept.	Benefit questions	253.680.8523	associatebenefits@trueblue.com
Medicare	Medicare coverage	800.633.4227	www.medicare.gov
GoHealth for Medicare	Medicare coverage	888.380.0785	www.gohealth.com
GoHealth for State Plans	Shop for health plans	855.644.8900	www.gohealth.com/states
Health Insurance Marketplace	Shop for health plans on the Marketplace	none	www.healthcare.gov
UHC Medical Coverage	UHC medical questions	833.822.7259	www.myuhc.com
CapitalRx Prescription Drug Coverage	Prescription drug coverage questions	833.202.5951	www.mycapitalrx.judi.health.com
UHC Dental Coverage	Dental coverage	833.822.7259	www.myuhc.com
UHC Vision Care	Vision coverage	833.822.7259	www.myuhc.com
HSA			
Bank of America	Health Savings Account (HSA)	800.718.6710	www.myhealth.bankofamerica.com
Life & Disability Insurance			
VOYA	Short-term disability	877.236.7564	presents.voya.com/EBRC/TrueBlue
Aflac	Life / AD&D	800.433.3036	www.aflacgroupinsurance.com
Voluntary Plans			
Voya	Critical illness, Accident insurance, & Hospital Indemnity	877.236.7564	presents.voya.com/EBRC/TrueBlue
Genomic Life	Cancer Detection & Genomic Screening	844.694.3666	www.member.genomiclife.com
MetLife	Legal plan	800.821.6400	www.member.genomiclife.com
Aura MetLife	Identity Theft + Fraud Protection	844.931.2872	www.my.aura.com
Additional Employee Programs			
Farmers Home & Auto	Home and auto insurance discounts	800.438.6381	www.myautohome.farmers.com
Unemployment			
USA.gov	Apply for unemployment benefits	844.USA.GOV1	www.usa.gov/unemployment
ComplianceAlert			
ComplianceAlert	Anonymously raise concerns or report misconduct	855.702.5378	www.truebluecompliancealert.com

Contact Directory Continued

		Phone	Website/Email
Company Property			
Company Credit Cards, Personal Expenses & Expense Reports	Submit payment for any personal expense charges to TrueBlue, c/o Treasury Department, 1015 A Street, Tacoma, WA 98401	800.610.8920, opt 3 then opt 8	eexpenses@trueblue.com
Adelman Travel	Company travel arrangement cancellation	253.680.8286	travel@trueblue.com
Contact Information			
TrueBlue - Employee Services	Update home address, personal phone number and email address	none	employeeservices@trueblue.com

