



2026

TrueBlue Separation Guide

Pay, Benefits & More

Puerto Rico

Topics included in this guide:

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2026 Puerto Rico Full-Time Employees

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 PeoplePerks Benefits Program to include U.S. full-time employees of TrueBlue, PeopleReady, PeopleScout, Staff Management I SMX, SIMOS and RenewableWorks.

This guide does not apply to Hawaii or Puerto Rico employees, Centerline corporate employees, Centerline DMS drivers, part-time employees, or associates of any of the TrueBlue family of companies.

Pay

Final 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.

- PTO: 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. If there is no email on file or to request copies of pay slips, 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.



Pay continued

Bonus or Incentive Plan Payments

To be eligible for bonus or incentive plan payments, you must be actively employed by TrueBlue or a subsidiary on the scheduled bonus or incentive payment date as stated in the plan document, except where state law requires otherwise. See your plan document for details on the specific plan terms. If you have questions, please contact your HR Business Partner or your manager.

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 the medical plan Triple-S Salud, 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, Alight Solutions. 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 Alight Solutions at 866.998.8727.

- 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 Alight Solutions, 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 healthcare 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.

Medical, Dental & Vision continued

COBRA Continuation & Medicare Considerations

If you currently have Medicare, or 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 and COBRA. Medicare will be your primary payer and COBRA will be secondary. You may enroll in COBRA and keep your Medicare coverage, but you will be responsible for paying both your Medicare and COBRA 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 yet enrolled, COBRA coverage will still follow secondary payer rules. COBRA coverage will assume you have enrolled in Medicare Part B and reduce your payment 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 your medical plan coverage, it is critical you enroll into Medicare immediately.

For more information, you can contact Medicare at 800.633.4227 or visit www.medicare.gov.

Alternatively, you may reach out to GoHealth for Medicare. GoHealth is a leading Medicare marketplace dedicated to helping cut through the confusion and get you enrolled in a Medicare Advantage, Prescription Drug (Part D), or Medicare Supplement plan with benefits and coverage that meets your needs. Call and Consultation are free: 888.380.0785. Shop for Health Plans via GoHealth.



Life Insurance

Group Life and AD&D Insurance (Basic) \$10,000 coverage with Triple-S Bundle

Your coverage under this plan terminated on your last day worked (or your date of termination if you were on a leave of absence). You may contact Triple-S Vida at 787.758.4888 for further information.

Group Life Insurance (Basic 1 x Salary and Voluntary) with Voya

Your coverage under this plan ends 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 meet Voya's minimum requirements, you have options to keep your life insurance at a cost determined by the insurance carrier. Please note premiums must be paid directly to the carrier. Voya will contact you within 31 days after your employment ending, please refer to the Portability and Conversion document provided by Voya for details. For more information, contact Voya at 877.236.7564.

Group AD&D Insurance (Basic 1 x Salary and Voluntary) with Voya

Your coverage under this plan ends on your last day worked (or your termination date if you were on leave of absence). If you wish to continue your coverage and meet Voya's minimum requirements, you may have options to keep your life insurance at a cost determined by the insurance carrier. Please note premiums must be paid directly to the carrier. Voya will contact you within 31 days of your employment ending. Please refer to the Portability and Conversion document provided by Voya for details. For more information, contact Voya at 877.236.7564.

Disability Insurance

Short-Term Disability (STD)

Your coverage under this plan ends on your last day worked (or your date of termination if you were on a leave of absence). If you become disabled before your termination date and/or are currently receiving approved benefit payments, your STD benefits will continue according to the terms of the Group Policy in effect on the date your disability began. Termination of employment does not affect your right to receive STD benefits. Contact SINOT at 787.641.7171.

Separation while on a 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 you were on a leave and are receiving Short-Term Disability (STD) benefits, SINOT will only stop paying benefits on the earliest of one of the following conditions:

- The date you are no longer disabled.
- The end of the maximum benefit period for any one period of disability. The maximum benefit period is shown on your schedule of benefits.
- The date you no longer qualify for benefits under all the conditions listed.
- The date of your death.
- The date you unreasonably fail to provide written proof of continued disability to SINOT.
- The date you cease to be under regular and appropriate care of a doctor, or unreasonably refuse to undergo an examination or testing by a doctor of SINOT's choosing.

If the group policy or the disability income insurance part of the group policy terminates after you qualify to receive benefits, SINOT continues your benefit payments. Benefits are paid as long as you continue to qualify according to the terms of the group policy in effect on the date you qualified.



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.

Spending and Financial

401(k) Plan

Your termination will be reported to Banco Popular de Puerto Rico as of the next pay date following your termination date. Banco Popular de Puerto Rico will mail an information packet to your home address advising you of your account distribution options. Should you have questions, please visit Banco Popular de Puerto Rico's website, www.popular.com/401k.

Employee Stock Purchase Plan (ESPP)

If you participated in the ESPP and have a balance or would like to sell your shares, please contact Computershare (EquatePlus), the transfer agent for the ESPP at 866.666.0548.

Kashable Loan Program

If you were enrolled in the loan program as of your termination date and continue to owe, please reach out to Kashable to set up an alternative payment method for the remainder of your loan repayment schedule, since they will no longer be deducted from your paychecks. Typical methods are ACH debit from a checking account, certified check, or money order. Kashable can be contacted 7 days a week by phone or email at 646-663-4353 or support@kashable.com.

Financial Wellness Tool: Fidelity Global

You will no longer have access to the Financial Wellness Tool after your termination.

Equity

Any unvested stock awards will be forfeited upon separation. Stock awards that vested prior to your separation date are not impacted. Vested shares were deposited into your personal brokerage account at the time of vest.

If you have any further questions about your stock awards, please contact Merrill Lynch customer service by calling 877.767.2404 (US).

Additional Employee Programs

Employee Assistance Plan (EAP) with Inspira, through the Triple-S Medical Bundle

You have an opportunity to continue to use the EAP program if you elect COBRA continuation with Triple-S Salud. Once you are no longer on COBRA, the EAP program will no longer be available. Reach out to Inspira for completely confidential help. They are available 24/7 to assist you with questions, arrange free counseling sessions, answer questions or provide resources. Inspira's direct access is 800.284.9515 or online at www.inspirapr.com.

Employee Assistance Plan (EAP) with ComPsych, all employees

You have an opportunity to continue to use the EAP program for up to 90 days after your termination. Reach out to ComPsych for completely confidential help. They are available 24/7 to assist you with questions, arrange free counseling sessions, answer questions or provide resources. ComPsych direct access is 877.533.2363, online at www.guidanceresources.com, or by app at "GuidanceResources Now". Web ID: MY5848i.



Unemployment

Unemployment Eligibility

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.

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.trabajo.pr.gov.

Unemployment Eligibility

Your state unemployment office is the best source of accurate information. Each state sets its own eligibility guidelines, but you usually 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. Depending on the state, claims may be filed by telephone or online. Click here to learn how to file with your state.

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

Unemployment continued

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, a TrueBlue Company	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.

Employment Verification

TrueBlue uses The Work Number to provide automated employment and income verification. The Work Number is available 24 hours a day, 7 days a week at www.theworknumber.com or 800.367.2884 and use the employer code: 10657

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.

Return of 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.

Company Credit Cards & Personal Expenses

If you were issued a company credit card, it must be destroyed or returned to your manager before your termination date. Any open expense transactions charged to your corporate credit card must be submitted in Concur before your termination date. If you have personal expenses on your company card, you must arrange repayment within 30 days of your termination date. Payments can be made by check or money order and sent to Employee Expenses at the corporate address listed below:

Trueblue, Inc.
 c/o Treasury Department
 1015 A Street, Tacoma, WA 98402

Expense Report

If you have any outstanding business expenses, on the company card or out of your own pocket, please submit them through Concur via Oracle on or before your last day of employment. For questions, call 800.610.8920 (Option 3, then Option 8) or email eexpenses@trueblue.com.



Return of Company Property continued

Cancel Company Travel

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

Update Contact Information

Update Home Address, Personal Phone Number and Email Address

Please make sure 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 to Employee Services at: employeeservices@trueblue.com.

Contact Directory

Your Pay		Phone	Website/Email
TrueBlue - Payroll Services	Final pay, change payment method or request pay slip statements	800.610.8920, opt 3 then opt 4	payrollquestions@trueblue.com
Your Benefits: Medical, Dental, Vision			
TrueBlue - Benefits Dept.	Benefit questions	253.680.8523	benefitsdept@trueblue.com
Alight Solutions	COBRA continuation	866.998.8727	
Medicare	Medicare coverage	800.633.4227	www.medicare.gov
GoHealth for Medicare	Medicare coverage	888.380.0785	www.gohealth.com
Triple-S Salud	Puerto Rico Medical, Dental, & Vision Coverage	787.774.6060	www.ssspr.com
Your Benefits: Life Insurance			
Triple-S Vida	Group life insurance and AD&D (basic)	787.758.4888	www.sssvida.com
VOYA	Group life insurance and AD&D (basic and supplemental)	877.236.7564	presents.voya.com/EBRC/TrueBlue
Your Benefits: Disability Insurance			
SINOT	Short-term disability	787.641.7171	www.universalpr.com
Your Benefits: 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
Your Benefits: Spending and Financial			
Banco Popular de Puerto Rico	401(k)	787.724.3657	www.popular.com/401k
Computershare (EquatePlus)	Employee Stock Purchase Plan (ESPP)	866.666.0548	www.equateplus.com
Kashable Loan Program	Loans via payroll deductions	646.663.4353	www.kashable.com
Merrill Lynch	Equity	800.637.7455	www.ml.com
Your Benefits: Additional Employee Programs			
Inspira	Employee assistance plan (EAP)	800.284.9515	www.inspirapr.com
ComPsych Guidance	Employee assistance plan (EAP)	877.533.2363	www.guidanceresources.com Web ID: MY5848i
Unemployment			
Departamento Del Trabajo Y Recursos Humanos	Apply for unemployment benefits	787.754.5353	https://www.trabajo.pr.gov/
ComplianceAlert			
ComplianceAlert	Anonymously raise concerns or report misconduct	855.702.5378	www.truebluecompliancealert.com

Contact Directory Continued

Your Pay		Phone	Website/Email
Return of 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	eeexpenses@trueblue.com
Adelman Travel	Company travel arrangement cancellation	253.680.8286	travel@trueblue.com
Update Contact Information			
TrueBlue - Employee Services	Update home address, personal phone number and email address	none	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.

