

Insperity Partnership: Employee FAQ

About the Partnership

Q: What is Insperity?

A: Insperity is a company that provides HR and benefits services to businesses. It has been in business for nearly 40 years, is publicly traded, had \$6.5B in revenue in 2024, and works with thousands of companies.

Q: Why is ImmunoTek partnering with Insperity?

A: This partnership allows us to offer you more benefit choices, more coverage options, and more HR support than we could provide on our own.

Q: When does this partnership start?

A: January 1, 2026.

What Changes (and What Doesn't)

Q: Am I still an ImmunoTek employee?

A: Your job, manager, and daily work stay with ImmunoTek. For administrative and tax purposes, Insperity becomes your employer of record (they'll issue your 2026 W-2). This is a standard business model used by thousands of companies.

Q: Will my job responsibilities change?

A: No. Your work stays exactly the same.

Q: Will my manager change?

A: No. You'll continue reporting to your current ImmunoTek manager.

Q: Will my pay change?

A: No. Your pay rate and schedule stay the same. Insperity will process payroll starting January 2, but your compensation doesn't change.

Q: Will I lose my benefits?

A: No. You'll actually have access to MORE benefit options during Open Enrollment. You can keep similar coverage or explore new choices.

What You Need to Do

Q: What do I need to do before January 1?

A: Three things:

1. Attend one orientation session on November 12, 13, or, if necessary, 18
- 2.
3. Complete payroll registration AND benefits enrollment online by **December 5 - HARD DEADLINE**
4. If you're hourly: Switch to the new timekeeping system (December 14)

Q: What happens if I don't complete enrollment by December 5?

A: **You will NOT receive a paycheck on January 2, 2026.** This is a hard deadline with no extensions. Make sure you complete both payroll registration and benefits enrollment by December 5.

Q: Do I have to attend orientation?

A: Yes. Orientation is required for all employees. Multiple sessions are offered (November 12, 13, or if necessary, 18) to accommodate different schedules. Contact your manager if you can't attend any of the listed times.

Q: What should I bring to orientation?

A: Cell phone, email access, recent pay stub, bank account info (if you want direct deposit), and dependent information (birth dates, Social Security numbers) if you're enrolling family members in benefits.

Q: What if I miss orientation?

A: Orientation is mandatory. If you miss your scheduled session, contact your manager immediately to schedule a makeup session.

Q: When do I receive my enrollment materials?

A: On November 10, center employees will receive materials at their centers, and remote/corporate employees will receive materials mailed to their homes.

Enrollment Process

Q: How do I enroll?

A: You must complete enrollment in this specific order:

1. Create your Insperity account

2. **Complete payroll/new hire registration (REQUIRED FOR YOUR JANUARY PAYCHECK)**
3. Complete benefits enrollment
4. Review all selections
5. Sign and submit by December 5

Note: You cannot enroll in benefits until you complete payroll registration first.

Q: When is the enrollment deadline?

A: December 5, 2025 - HARD DEADLINE. No extensions.

Q: What if I don't enroll?

A: You will not have benefits coverage for 2026, AND you will not receive a paycheck on January 2, 2026. Make sure to complete enrollment by December 5.

Q: Will I have more options than before?

A: Yes. Through Insperity, you'll have access to more health insurance plans, more coverage levels, and more flexibility to customize benefits for you and your family.

Q: When can I enroll?

A: You can enroll online after you attend your orientation session. The enrollment window is November 17 - December 5, 2025.

Timekeeping (Hourly Employees Only)

Q: I'm salaried—does the timekeeping change affect me?

A: No. The December 14 timekeeping system change applies only to hourly employees who clock in and out. You still need to attend orientation and complete enrollment by December 5.

Q: I'm hourly—what do I need to do?

A: Starting December 14, you'll use Insperity's system to clock in/out instead of the current system. You'll receive training and instructions before December 14.

Q: What if I have a vacation planned in late December?

A: If you're hourly and have time off scheduled between December 14-31, talk to your manager. They'll provide specific guidance on how to track your hours during the transition.

Questions & Support

Q: Who can I ask if I have questions?

A: Contact Cindy Hampton (cihampton@immunotek.com, 817.961.1792) or your manager. After January 1, you'll have direct access to Insperity's support team.

Q: What if I have specific questions about my benefits or coverage?

A: These questions will be answered at orientation, and you can also ask Insperity directly during the enrollment period.

Q: Is this common? Should I be worried?

A: This is very common. Insperity has been in business for nearly 40 years and serves thousands of companies. This is a standard business model that has been used successfully for decades. Your job and daily work stay the same—this is simply a better way for ImmunoTek to provide expanded benefits.

Q: What if I need help with enrollment?

A: Contact Cindy Hampton or Insperity's support team. Your manager can also help direct you to the right resources.