

ImmunoTek Strengthens Employee Experience with Insperity Alliance

WHAT'S HAPPENING

Starting January 1, 2026, ImmunoTek is partnering with Insperity to expand your benefits and HR services. Insperity is a publicly traded company that has been a trusted partner to businesses for nearly 40 years, had \$6.5B in revenue in 2024, and currently serves thousands of clients comprising over 300,000 worksite employees nationwide.

WHY THIS MATTERS TO YOU

- **More benefit choices:** Broader selection of insurance plans and coverage options tailored to your needs
- **Enhanced HR services:** Additional resources, including expanded performance management tools and professional support
- **Seamless experience:** Your job, manager, and daily work stay exactly the same

UNDERSTANDING THE PARTNERSHIP

What Stays the Same:

- Your job responsibilities
- Your manager
- Your daily work at ImmunoTek
- The people and mission you care about
- Your pay rate and schedule

What Changes (Behind the Scenes):

For administrative and tax purposes, Insperity becomes your employer of record and will issue your 2026 W-2. Think of it as a behind-the-scenes partnership that gives us access to better benefits while everything you value about working at ImmunoTek remains the same. This is a standard arrangement used by thousands of businesses.

WHAT YOU NEED TO DO IN Q4

We all need to complete these steps to ensure a smooth transition before the partnership officially begins on January 1.

- ☑ **ACTION #1: Attend Virtual Orientation Session (REQUIRED - ALL EMPLOYEES)**

- **When:** November 12, 13, or, if necessary, 18
 - Two options: Wednesday, Nov. 12 at 10:00 am CST or 2:00 pm CST
 - Thursday, Nov. 13 at 10:00 am CST
 - Tuesday, Nov. 18 at 10:00 am CST, if necessary
- **What:** Insperity will walk you through expanded services and help you set up your account
- **Why:** Learn what's available and get hands-on support
- **Bring:** Cell phone, email access, recent pay stub, bank account info (for direct deposit), dependent information (birth dates, SSNs if enrolling family)

 ACTION #2: Complete Payroll Registration AND Benefits Enrollment (REQUIRED - ALL EMPLOYEES)

- **When:** November 17 - December 5, 2025
- **CRITICAL DEADLINE: December 5, 2025**
-  **WARNING: If you do not complete your payroll registration by December 5, you will NOT receive a paycheck on January 2, 2026**

Enrollment Steps (in this order):

1. Create your Insperity account
2. **Complete payroll/new hire registration (REQUIRED FOR YOUR PAYCHECK)**
3. Complete benefits enrollment
4. Review all selections
5. Sign and submit by December 5, 2025

Note: You must complete payroll registration BEFORE you can enroll in benefits.

- **What:** Explore and select from expanded benefit plan options
- **Why:** More health insurance plans, more coverage levels, more flexibility—whether you need comprehensive coverage or budget-friendly options
- **How:** Online through Insperity's system after your orientation
- **Materials:** On November 10, you'll receive enrollment materials from Insperity (delivered to centers or mailed to your home)

 ACTION #3: Transition to New Timekeeping System (HOURLY EMPLOYEES ONLY)

- **When:** December 14, 2025
- **What:** Switch to Insperity's system for clocking in/out
- **Who:** This applies only to hourly employees who clock in and out. Salaried employees do not need to take action for timekeeping.
- **Why:** Ensures accurate payroll from day one
- **Note:** If you have planned time off during the transition, your manager will provide specific guidance

KEY DATES

When	What	Who
November 10	Insperty enrollment materials delivered	All employees
November 12, 13, or if necessary, 18	Orientation sessions	All employees
November 17 - December 5	Payroll registration AND benefits enrollment period	All employees
December 5	HARD DEADLINE - NO PAYCHECK WITHOUT ENROLLMENT	All employees
December 14	New timekeeping system goes live	Hourly employees only
January 2, 2026	First Insperty paycheck	All employees

BOTTOM LINE

Your participation in these Q4 steps is essential:

All Employees:

1.  Attend orientation on November 12, 13, or, if necessary, 18
2.  Complete payroll registration AND benefits enrollment by **December 5 - NO EXTENSIONS**

Hourly Employees:

3.  Transition to new timekeeping (December 14)

 **REMEMBER:** December 5 is a HARD DEADLINE. If you don't complete your payroll registration by December 5, you will NOT receive a paycheck on January 2, 2026.

ImmunoTek remains committed to your well-being and professional growth. Through this partnership, we're expanding what we can offer you—but we need everyone's participation to make it work smoothly.

We'll be with you every step of the way. Watch for follow-up communications with specific reminders as each deadline approaches.

Questions? See attached FAQ or contact:

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