

## WHEN YOU LEAVE THE COMPANY

The information below is designed to provide general information related to U.S. pay and company sponsored benefits when your employment with AECOM ends. It may also help you consider decisions you will have to make depending on your personal circumstances, future needs, and preferences.

### IMPORTANT CONTACT INFORMATION

#### Payroll \*

OPERATING GROUP	CONTACT
The Americas	<a href="mailto:AECOM_payroll@aecom.com">AECOM_payroll@aecom.com</a> or call the <a href="#">Employee Center</a> at 833.992.3266

\* Please refer to the accompanying document *myView Terminated Employee Access* for directions on how to set up your ADP myView username and password after termination.

\*\* W-2 statements will be available for download at the end of January in the [ADP myView](#) portal for wages earned in the previous calendar year. If you need a password reset, send an email with your name and employee number to [AECOM\\_Payroll@aecom.com](mailto:AECOM_Payroll@aecom.com) or call the Employee Center at 833.992.3266.

#### Address and Other Personal Information Changes \*

GROUP	CONTACT
The Americas	833.992.3266 or update your contact information in <a href="#">Workday</a> prior to departure.

\* Prior to your termination date, please be sure to update [Workday](#) with your home address and personal email.

#### Verifications of Employment

AECOM will only release your title and dates of employment (and salary with your written authorization).

GROUP	CONTACT
The Americas	Employment verification requests are handled by <a href="#">The Work Number</a> , which provides an automated process where requested information can be accessed 24 hours a day, seven days a week directly from their website or by phone at 800.367.5690. You will need to provide the following information to the verifier requesting proof of your employment: employer code: 13691 and social security number. If salary information is needed, only you can generate a one-time use salary key. You can create a salary key by visiting <a href="http://www.theworknumber.com/employees">www.theworknumber.com/employees</a> .

#### Other Services

TOPIC	CONTACT
General HR Information	<a href="#">Employee Center</a> 833.992.3266
Health & Group Benefits	AECOM Benefit Service Center 844.779.9567
AECOM 401(k) Plans & Employee Stock Purchase Plan (ESPP)	<a href="#">Merrill</a> representatives are available 24 hours a day, seven days a week at 877.637.4226 in the U.S., Puerto Rico and Canada. From other countries, use the AT&T country code plus 877.637.4226 or dial direct 1.609.818.8894.

#### YOUR FINAL PAY

Upon termination, you will be issued your final pay including regular hours worked and any earned, but unused, Paid Time Off (PTO) hours. Payroll follows applicable state laws regarding final pay and will process payments either with the next payroll transmission or by issuing a manual check. If your final paycheck is processed through the next payroll transmission, it will be direct deposited to your bank account that payroll has on file. If you do not have direct deposit established with payroll, a live check will be mailed to your home address on file.

#### Reimbursement for Outstanding Expenses

Please remember to submit to your manager, any outstanding company related expenses that you may have including travel, BYOD and/or other such expenses. Please see your manager or call the Employee Service Center (833.992.3266) for a copy of the Expense Reimbursement Direct Deposit form.

#### MEDICAL / DENTAL / VISION / FLEXIBLE SPENDING ACCOUNT BENEFITS / COBRA

- Your medical, dental and vision coverage for you and any covered dependents will end on the last day of the month in which your employment ends.
- If you or your spouse/domestic partner is under age 65, you may be eligible to continue coverage under COBRA for up to 18 months (up to 29 months if determined to have been disabled at any time during the first 60 days of COBRA coverage). COBRA allows employees and their covered dependents to purchase continued coverage when it would otherwise end. If you enroll in COBRA, you pay the premium plus a 2% administrative fee.

- To see a preview of your COBRA options and associated costs, follow these steps:
  1. Log in to your personalized benefits account at [myaecombenefits.com](https://myaecombenefits.com) and select the “Life Changes” tab. Then click “Continuing Coverage Through COBRA” in the right-hand column.
  2. Select “Preview” at the bottom of the page.
  3. Answer two simple questions: What is the anticipated date of your COBRA qualifying event (i.e. your anticipated termination date), and will your address change when you start COBRA coverage? After you answer the questions, click the “Continue” button.
  4. You will see a preview of the options that will be available to you on your COBRA start date. The changes to costs will appear once you select the “View/Change” button next to each plan.
- Continuation of coverage is not automatic. You will receive a COBRA packet from the AECOM Benefits Service Center approximately two to three weeks following your date of termination. Included in this packet will be coverage election instructions, information about the cost to continue coverage and instructions on how to make payments. Contact the Benefits Service Center at 844.779.9567 if you have any questions regarding COBRA following your date of termination.
- You or your dependents must elect to continue coverage within 60 days of receiving the election form or after coverage under the health care plan ends, whichever is later. Once you elect to continue coverage, you will have 45 days to make the first premium payment. Premium payments are due monthly and must be received no later than the 1st of each month in the month for which coverage will be provided. If payment is not made in a timely fashion, coverage will terminate.
- If you are retiring or terminating and will be enrolling in Medicare (if you are age 65 or older), visit the [Social Security Administration](#) for more information.
- If you have a Health Care Flexible Spending Account (FSA), you are eligible to submit claims for expenses incurred up to your date of termination. You have 90 days from the end of the calendar year (i.e. March 31st) to submit a claim for reimbursement of those expenses. If you have unused money in the account and did not incur enough expenses prior to termination, you may elect to continue your Health Care Flexible Spending Account (FSA) through COBRA for the remainder of the calendar year.
- If you have a Dependent Day Care Flexible Spending Account (DC FSA), you are eligible to submit claims for expenses incurred up to your date of termination. You have 90 days from the end of the calendar year (i.e. March 31st) to submit a claim for reimbursement of those expenses. You do not have the option to continue this benefit through COBRA.
- If you have a Health Savings Account (HSA), any amounts in this account are yours to keep and you maintain ownership of this account after termination. If you choose to keep your funds with the AECOM HSA vendor, you will become responsible for any administrative fees associated with your account.

## **LIFE INSURANCE BENEFIT**

### ***Basic, Optional, Spouse/DP and Dependent Child Life Insurance, and Accidental Death & Dismemberment Insurance (AD&D)***

- All Life Insurance benefits will end on your last day of employment unless at the date of termination you are on a leave of absence (see bullet two below). You may port or convert the optional life policies, including spouse and dependent optional life, within 60 days from your date of termination. You cannot port basic life insurance as it can only be converted. You will receive a letter from our third-party provider, The Hartford, within 30 days after your date of termination of coverage. Employees who experience termination of coverage will receive instructions on how to port or convert life insurance coverage(s). If you do not receive this Notice to Port or Convert letter, please contact The Hartford's Customer Service Center at 866.262.7316. You may also reach out to the Portability and Conversion Unit at The Hartford by calling 877.320.0484.
- If you are on Leave of Absence, the “actively at work” rule applies in accordance with Life and AD&D policies. The continuation of coverage is based on leave type and timely payment of premiums through direct bill while on an approved leave of absence. For example, the continuation period for Medical Leave is up to 16 months, Care for family member under FMLA is up to 12 weeks, Military FMLA Leave is up to 26 weeks, Military Leave is up to 12 weeks, and Standby Leave is up to 180 days. At the end of the continuation of coverage, the Hartford will send a Notice to Port or Convert letter to you.
- Conversion allows you to retain the policy for the rest of your life provided you remit timely premiums. Porting life insurance means that you are eligible to maintain the policy up to the age of 75 provided you remit timely premiums.

## SHORT-TERM & LONG-TERM DISABILITY INSURANCE (STD & LTD)

- Short-Term and Long-Term Disability insurance coverage will end on your last day of employment.
- If you are receiving benefits at the time your employment ends, you will continue to receive benefits for up to a maximum benefit duration, subject to the required disability tests.

## FUTURE FINANCIAL SECURITY BENEFITS

### 401(k) Plan

- Contact [Merrill](#) or call 877.637.4226 and an Account Representative will assist you with any questions you may have regarding your 401(k) account.
- If you are a participant in a 401(k) plan at AECOM, 100% of your employee account plus the vested portion of the employer matching account will continue to be available to you. The vesting schedule for the employer match for the AECOM Retirement & Savings Plan is listed below:

Less Than 1 Year of Service	0% Vesting
1 Year of Service	33% Vesting
2 Years of Service	67% Vesting
Three or More Years of Service	100% Vesting

- If you have an outstanding 401(k) plan loan balance, please contact Merrill at 877.637.4226 for alternatives to continue repaying your loan through ACH, or to pay off your loan.
- Review your 401(k) distribution and payment options and consult your tax advisor to help you decide the best method of receiving distributions from your account.
- 401(k) contributions will be deducted from eligible compensation from your final paycheck if paid within 30 days of your termination date. Severance pay is not considered eligible compensation for 401(k) deductions. To cancel the 401(k) contributions from your final paycheck, please contact Merrill at least two weeks prior to the termination date for the change to become effective. You may make the change at [Merrill](#) or by phone 877.637.4226.

### Frozen Pension Plans

If you are a participant in an AECOM sponsored frozen pension plan, you can expect to receive a detailed summary of your benefit options by mail within 60 days from your date of termination. Please contact the applicable service center below for any questions you have related to your pension benefit.

- For the AECOM Pension Plan: Contact the AECOM Pension Plan Service Center by phone at 888.824.2427.
- For the Amended Employees' Pension and Investment Plan of the Hunt Corporation and Related Companies: Contact the Hunt Pension Plan Service Center at 844.505.4962.

### Employee Stock Purchase Plan (ESPP)

When you leave the company, you are no longer eligible to participate in the ESPP. Contributions made during the current offering period will be refunded to you unless you leave near the end of an offering period. If you leave near the end of an offering period, a final purchase will be made. Once the purchase is made, a refund is not permitted. For questions related to the ESPP, please contact [Merrill](#) or by phone at 877.637.4226.

### Unvested Equity Awards and Certificated Shares

- **Unvested Equity Awards** - All unvested Performance Earnings Program (PEP) or Restricted Stock Unit (RSU) equity awards will be 100% forfeited after your last date of employment. You may be eligible for a pro-rata payment if your employment ends due to retirement (for employees age 60 or older only) or due to death or permanent disability. Please contact your HR Representative for more details.
- **Certificated Shares** – Please be advised that certificated shares are held at Computershare and not with AECOM. It is the shareholder's responsibility to maintain Computershare accounts once ownership has been transferred and/or restrictions have been removed from shares. Shareholders should contact Computershare directly and be prepared to provide their last known address on record and account ID number, which can be found on your Computershare statement. AECOM Shareholder Services may be able to assist with verifying your account details

but are limited to any transactions such as selling shares, transferring shares to a personal broker or updating Computershare account profile information. Such changes must be authorized and completed by the shareholder.

To contact Computershare:

Phone – 781.575.4238 (international) 800.662.7232 (toll free)

Email – [web.queries@computershare.com](mailto:web.queries@computershare.com)

Computershare account verification inquiries may be directed to AECOM Shareholder Services at: [aecomshareholders@aecom.com](mailto:aecomshareholders@aecom.com).

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

EAP services are provided through Guidance Resources at no cost to you. The EAP offers confidential assistance to help you and your family address personal, marital, legal (not associated with AECOM) and financial issues. The hotline is staffed by experienced clinicians and is available 24 hours a day, 7 days a week. You may access services for up to three months following termination of employment. You will need to provide the following information in order to access services: Company ID: AECOM. Representatives may be reached at [Guidance Resources](#) or by phone at 866.501.7962.

## **COMMUTER BENEFITS**

Per IRS regulations, pre-tax commuter balances are forfeited when your employment ends. This means that you will no longer be able to use the funds in your commuter account once you are no longer an AECOM employee. If you are currently enrolled in AECOM's commuter benefit program and have a commuter balance with Wired Commute, please make sure to draw down your commuter balance by submitting any outstanding commuter expenses you've incurred prior to your termination date.

*This communication is not part of the official plan documents for any Company sponsored plan and is not intended to be an official interpretation of Plan provisions. This material describes only certain portions of some of the Company's benefit plans. It does not supersede the actual provisions of the applicable plan documents, which in all cases are the final authority. The terms of the plans cannot be amended or modified by this communication or oral statements. Only the Plan Administrator can interpret the terms of the plans. Although the Company intends to continue the plans described in this material, they may be amended (or even terminated) by the Company at any time without prior notice to or consent by employees, former employees, their dependents, or beneficiaries. To the extent this communication discusses aspects of Health Savings Accounts (HSAs), it is not intended to be (and should not be construed as) tax advice. Moreover, HSAs are individually owned accounts (like IRAs) and are not part of a Company benefit plan.*