

## Exiting Employee Quick Reference Guide

As a Windstream employee you had many benefits options available to you. This notice will help you learn what happens with your Windstream benefits and pay now that you are no longer an employee. Please disregard information about benefits that you did not elect.

### Final Pay

Your final paycheck will be direct deposited into your bank account if you previously chose this option. Normal payroll taxes, benefit deductions, 401(k) contributions, 401(k) loan repayments, outstanding travel advances, and garnishments will be subtracted from final pay. Your final pay stub will be mailed to your current home address within two weeks from your final pay date. If you do not receive it, please contact the Payroll Help Desk at 1-855-411-6947.

### Vacation Payout Eligibility

In order to qualify for vacation payout, you are required to complete a full year of employment with Windstream and provide a two week working notice (ten days actually worked, not to include time off). The formula used to calculate prorated vacation payout is the amount of vacation eligible in a calendar year, divided by 12 months, multiplied by the amount of months worked, minus the amount of hours taken. Vacation payouts are also administered in accordance with state law, where applicable.

### Health/Medical Benefits

Coverage for you and your covered dependents(s) will end on the last day of the month following your termination date. If you have a Flexible Spending Account (FSA), this will end on the last day of the month following your termination date. If you have a Health Savings Account (HSA), this is yours to keep. You can continue using your funds to pay for qualified medical expenses as long as there is a balance on your account. If you have questions regarding your benefits, please contact the Mercer Marketplace Benefits center at 1-877-248-0510 or visit [www.windstreambenefits.com](http://www.windstreambenefits.com). COBRA information is sent automatically to your home address.

### Commissions

If you are commission eligible, you will be paid in accordance with your commission plan. For questions please contact: [wci.magnys.commission@windstream.com](mailto:wci.magnys.commission@windstream.com)

### References

Windstream is a neutral reference company. Therefore, it is against company policy to provide references/recommendations for any employee. Windstream only verifies title and dates of employment. Third parties can confirm your Windstream employment by calling the Work Number at 1-800-367-5690 or visiting their website at [www.theworknumber.com](http://www.theworknumber.com). If you call the Work Number, please reference Employer Code 12769.



### **Pension/401(k)**

If you have any questions regarding pension or 401(k), please contact Merrill Lynch at 1-800-228-4015. For any months that you contributed, the company match is made in March of the following year.

### **Change of Address**

It's important for Windstream to have a current home address on file, especially to mail W2 information (*Per Federal Law – W2's are mailed out no later than 1/31*). Should your address change at any time in the future, please notify Windstream in writing at the following address:

Windstream Corporate HRIS Department  
Mailstop 1170-B1F02-93  
4001 Rodney Parham  
Little Rock, AR 72212

If your address has recently changed, it is also advisable to notify the Mercer Marketplace Benefits center at 1-877-248-0510 so that your retirement plan and COBRA information can be forwarded to the appropriate address.

### **Retirement Eligibility**

If you are retirement eligible, you can obtain important information and guidance by accessing [www.WindstreamBenefits.com](http://www.WindstreamBenefits.com) and clicking on "Retirement".

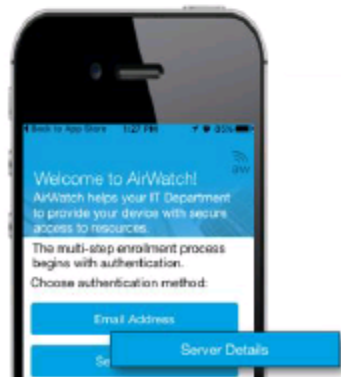
*For additional information:* <http://windstreambenefits.com/resources/leaving-the-company/>

*\*Bargaining employees should always reference their CBA for details that may differ.*

## Un-Enrolling AirWatch

1. Tap **Settings**
2. Tap **General.**
3. Tap **Device Management.**
4. Tap **AirWatch MDM/V\_11.**
5. Tap **Remove Management.**
6. Enter your device passcode.
7. Tap **Done.**
8. Tap **Remove.**

This removes the AirWatch settings on your device. It should delete the AirWatch application. If it does not, you can delete the application manually or leave as is, to re-enroll at another time. If you choose to re-enroll, tap the Agent app to open. You should be directed to the Server Details screen, step 2.



### 2018 - Helpful Contacts

Resource	Phone	Web/Email
Aetna (accident and critical illness)	888-772-9682	
Cigna - Disability (STD/LTD/FMLA)	855-250-9412	<a href="http://www.myCigna.com">www.myCigna.com</a>
COBRA Administrator – Discovery Benefits	877-248-0510	<a href="http://www.windstreambenefit.com/resources">www.windstreambenefit.com/resources</a>
Employee Assistance Program (EAP)	800-327-5569	<a href="http://www.magellanhealth.com/member">www.magellanhealth.com/member</a>
Employee Stock Purchase Plan (ESPP)	866-768-5724	<a href="https://www.computershare.com/us">https://www.computershare.com/us</a>
HR Solutions Center-Windstream	855-411-MYHR	
(HSA 2017) OptumHealthBank	866-234-8913	
(HSA 2018) Discovery Benefits	877-248-0510	<a href="http://www.windstreambenefits.com/my-wealth/health-savings-account-hsa/">www.windstreambenefits.com/my-wealth/health-savings-account-hsa/</a>
Livongo – Diabetes Management	800-945-4355	<a href="https://welcome.livongo.com">https://welcome.livongo.com</a>
Mercer marketplace (Windstream Benefits)	866-553-9409	<a href="http://www.windstreambenefits.com">www.windstreambenefits.com</a>
Merrill Lynch – 401(k)	800-228-4015	<a href="http://benefits.ml.com/">http://benefits.ml.com/</a>
MetLife (Auto, Home, Pet)	800-GET-MET8	
Omada – Weight Management	888-409-8687	<a href="https://go.omadahealth.com/deployments/windstream">https://go.omadahealth.com/deployments/windstream</a>
Standard Life Insurance Company - Life and AD&D Plans	844-689-7832	<a href="http://windstreambenefits.com/my-life/life-accident-disability-long-term-disability/">http://windstreambenefits.com/my-life/life-accident-disability-long-term-disability/</a>
Telemedicine (BCBS: MDLIVE; UMR: Teledoc)	888-995-1049 BCBS 800-835-2362 UMR	<a href="http://www.mdlive.com">www.mdlive.com</a> <a href="http://www.teledoc.com">www.teledoc.com</a>
The Work Number (employment verification)	800-367-5690	<a href="http://www.theworknumber.com">www.theworknumber.com</a> Windstream Employer Code: 12769
Weight Watchers	866-204-2885	<a href="http://www.windstreambenefits.com/my-health/be-balanced">www.windstreambenefits.com/my-health/be-balanced</a>
Windstream IT Equipment Return		<a href="mailto:WINDSTREAM.ITSS.Offboarding@windstream.com">WINDSTREAM.ITSS.Offboarding@windstream.com</a>
Windstream Payroll	855-411-MYHR	<a href="mailto:windstream.payroll_help_desk@windstream.com">windstream.payroll_help_desk@windstream.com</a>
Windstream Corporate HR Legal (Waiver)		<a href="mailto:CORP.HRLegal@windstream.com">CORP.HRLegal@windstream.com</a>
Windstream Corporate HRIS (Address change)		<a href="mailto:Corp.hris@windstream.com">Corp.hris@windstream.com</a>