

Exiting or Retiring From Intel

For US Employees



CPM-AP & Enhanced Retirement Timeline




*Unless amended through exit date amendment process or pre-agreed exception.

¹You must sign (and if applicable) the Separation and Release Agreement (SARA) to receive any of the separation payments, subject to applicable local law.

Email Examples

Employee Email

You have been accepted into the CPM Application Program; Next Steps

 CPMTool
To
Retention Policy Mail Cloud - Inbox (1 year)

CPM Application Program

intel

Accepted: Corporate People Movement Application Program

Dear

We are pleased to confirm that your application for the Corporate People Movement Application Program is accepted. We will be contacting you soon to discuss plans for officially closing out your employment with Intel.

In the meantime, included below are important details and next steps.

Next Steps

- Your exit date is Dec 15, 2024.
- Please continue moving your projects and deliverables forward until speaking with your manager.
- Familiarize yourself with the Leaving Intel checklist [here](#).
- You will be required to sign a separation release agreement to receive your separation benefits. You will receive a link to the agreement via email.
- Access the [CPM Tool](#) to manage unused vacation days owed at termination (only applicable for separation benefits). See [Benefits Handbook Section 13.2](#).

If you have any questions, please contact [Ask HR](#) or speak with your manager.

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Manager Email

 WORKFORCE TRANSITION SERVICES

Dear ~FirstNm~,

Leadership has reviewed all submissions and the following employee[s] were accepted into the Corporate People Movement Application Program and have been notified.

~EmployeeNmList~

Employee Name Last Day Worked* / Exit Dates

* For employees in GER, the date above reflects the Last Day Worked and their exit date will be communicated by Business HR shortly, subject to local laws and consultation requirements.

Next Steps for you as a manager

- Begin work on a transition plan with the employee[s] to ensure all open projects are either closed or transitioned to new owners.
- Familiarize yourself with the Leaving Intel checklist [here](#) to ensure your employee(s) complete all necessary actions.
- You will receive additional information on exiting your employee(s) when the termination is activated in Workday by the CPM Team

And finally, remember that this is a time of transition for your entire team. Be sure to celebrate and acknowledge the accomplishments of employees who are leaving; and to provide support and guidance to the rest of your team so that they can reprioritize and refocus on their day-to-day work. Please reach out to your BHR partner with questions.

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Employee Email ~2 Weeks Before Exit

Dear ~FirstNm~,

As you prepare to separate from Intel, consider the information and tasks below to help with your transition. You can also visit the [Employee Termination Checklist](#) on Circuit for additional obligations and recommendations.

Important: Separation date changes or you find another job within Intel

If your separation date changes for any reason, please contact [Workforce Transition Services](#) immediately to inform us. Failure to notify Workforce Transition Services of a change in your status may result in complications with your pay.

- Your personal contact information.** Verify that your home, mailing, and email addresses are correct to ensure that you receive critical tax information and benefits mailings. Go to [Workday](#) > Personal Information > About Me.
- Separation and Release Agreement.** To receive the benefits outlined in your separation package, you must sign (and not revoke, if applicable) your Separation and Release Agreement (Agreement) in Workday.
 - When your Agreement is ready you will receive an email from [Workday](#) to view and acknowledge your Agreement.
 - Once acknowledged, you will receive your separation payment within two regular payroll cycles after: (i) your Separation Date has passed, (ii) you have submitted your signed or re-signed Agreement, and (iii) the Revocation Period (if any) has expired.
- Retirement.** If you are retirement eligible, review [Retirement from Intel](#) on Circuit for any questions related to your retirement benefits. Consider taking the [Retirement Benefits Overview class](#).
- Legal Exit Interview (LEI).** If an LEI is required, your manager will schedule a meeting.
- Disposition assets assigned to you.** Go to [Asset Management](#) to correctly disposition any assets assigned to you that you no longer have in your possession. For additional information go to the [IT Support Portal](#).
 - Transfer ALL information you need from your Intel laptop prior to your last day. Accounts will end on your last day of employment.
- Cell phone.** To transfer your cell phone service from corporate liability to personal liability, or to terminate your service, please contact [Mobile Phone Returns](#).
- Intel email service.** If you have Intel email service on your personal smartphone, iPad, or Android tablet, contact [Mobile Access Services](#) to remove the service, otherwise the device will be recognized as an Intel asset.
- Intel assets.** Bring all IT-related equipment and assets to your exit meeting with your manager, including notebooks, power supplies, docking station and keys, etc. Leave the monitor and/or external hard drive at your desk and IT will collect it.

You can direct any questions or requests for information to [Ask HR](#) or contact an Employee Services representative at (800) 238-0486.

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Leaving Intel

- Work with your manager or BU leaders to create a transition plan
- Visit Workday
 - Update personal contact information
 - Complete Timesheets
 - Print Payslips
- Review and sign the SARA
- Complete and submit TSAF
- Reassign or disposition Intel Assets
 - Transfer ownership of Teams, SharePoint, Purchase Orders and PDLs
 - Remove any Intel data from personal phones before termination
- Collect and return Confidential Documents
- Email or delete Personal Content from Intel devices
- Submit any outstanding expense reports

<https://circuit.intel.com/content/hr/data-mgmt/leaving/employee-termination-checklist-us-can.html>

Signing the SARA

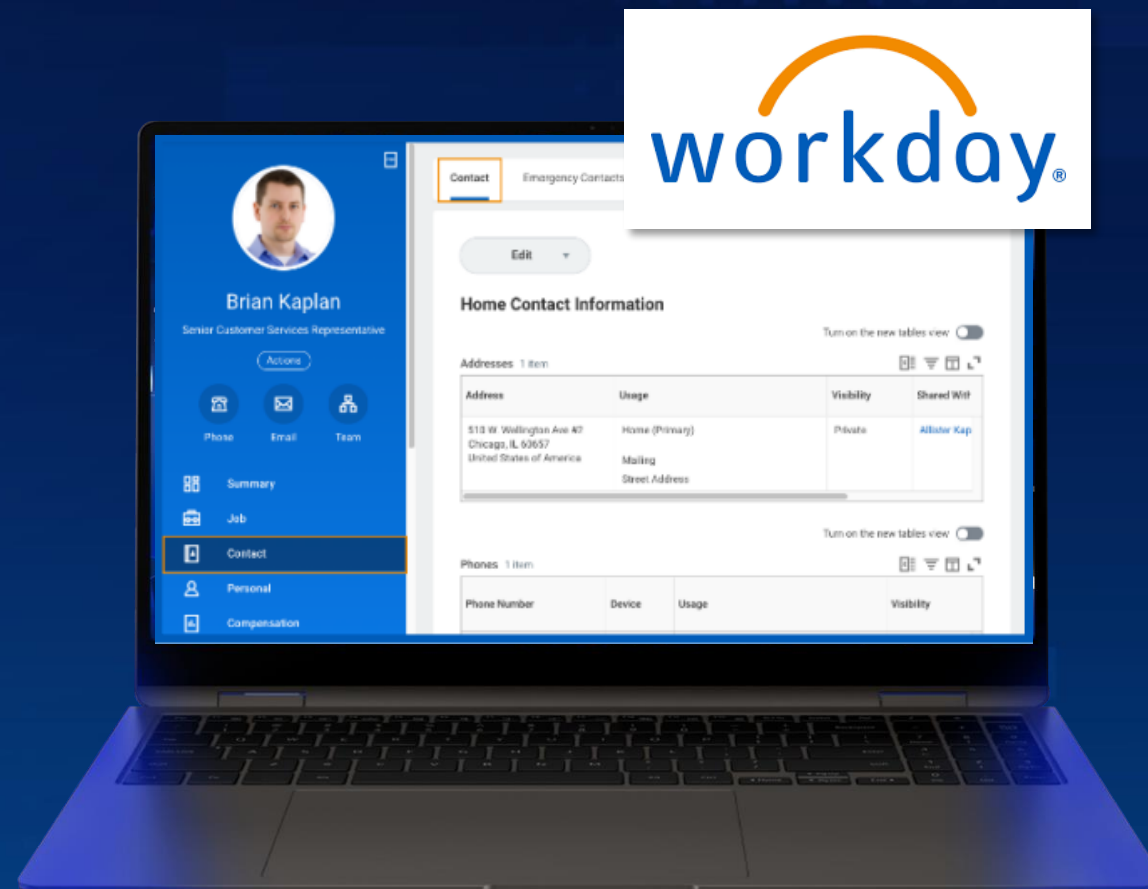
- 1 About 2 weeks before your separation date you will receive an email from intel@myworkday.com
- 2 Open Workday >> Inbox >> Go to My Tasks
- 3 Click Release Agreement. View and print the release agreement, if desired
- 4 Click “I agree” >> “Submit” to complete and sign the SARA
- 5 The SARA must be signed and submitted within 45 days of receipt to receive the program package pay and benefits.

The screenshot shows the 'Release Agreement' interface in Workday. On the left, under 'All Items', a task titled 'Release Agreement' with a due date of '09/11/2024' is highlighted with a red box. On the right, the 'Release Agreement' details are shown, including the document 'CPM-AP RA 2024' (indicated by a red arrow), instructions to review the agreement, a signature statement, and an 'I Agree' checkbox (indicated by a red arrow). Below the checkbox is a 'Drop file here' area with a 'Select files' button. At the bottom, there is a 'Comment' field and three buttons: 'Submit' (highlighted with a red arrow), 'Save for Later', and 'Cancel'. The top right of the interface shows the dates 'Created: 09/11/2024 | Effective: 09/30/2024'.

After submission, visit Workday >> My Tasks >> Archive to see the completed task

Accessing Workday After Exit

- 1 Before you exit visit Goto/Workday
- 2 Click your photo in the top right corner then "View your Profile"
- 3 Click "Personal" and validate your personal contact email is up-to-date
- 4 After you terminate, your password is reset and info is sent to the personal email address on record
- 5 Contact passwordreset@intel.com if you do not receive email



Log In to the Workday External Portal and Access Your Payslips, Tax Documents, Personal Information, and Other Relevant Records

Severance Payment Details

Item	What is included	What Displays On Your Payslip		Deductions
		Exempt Employees	Non Exempt Employees	
Final Payslip	<ul style="list-style-type: none"> Regular Pay Vacation Pay* Holiday Pay* PA Pay* Sabbatical Pay* 	<ul style="list-style-type: none"> Regular pay details 	<ul style="list-style-type: none"> Regular Pay details 	Standard deductions (taxes, 401(k), stock, etc...)
		<ul style="list-style-type: none"> Exempt Vacation Pay at Termination* Holiday Pay at Termination* Sabbatical Pay at Termination* 	<ul style="list-style-type: none"> Vacation Pay at Termination* Holiday Pay at Termination* Sabbatical Pay at Termination* In Lieu of Personal Absence 1.0* In Lieu of Personal Absence 1.5* 	Taxes supplemental tax rate
CPM AP/ISP Separation package	<ul style="list-style-type: none"> Separation Pay Pay lieu of redeployment 	Separation Pay		Taxes supplemental tax rate
Enhanced Retirement	<ul style="list-style-type: none"> Separation Pay Pay in lieu of redeployment + 8 weeks Separation Pay \$20K Healthcare Bonus \$10K Capstone Bonus (if eligible: NE – GR6) 	Separation Pay		Taxes supplemental tax rate
Healthcare Cash Payout	Healthcare cash payout (if eligible)	Healthcare Payout Gross-UP (GU)		Tax-protected**

*In accordance with Intel Policy and local law

**Intel will tax-protect, at its sole discretion, a portion of the healthcare payout, as subject to local laws

Payslip Examples

Non Exempt Payslip

Company Information					
Name	Address	Phone			
Intel Corporation	2200 Mission College Blvd Santa Clara, CA 95054 United States of America	+1 408-765-8080			
Payslip Information					
Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		07/xx/20xx	08/xx/20xx	08/xx/20xx	
Current and YTD Totals					
Balance Period	Gross Pay	Before-Tax Deductions	Taxes	After-Tax Deductions	Net Pay
Current	25,829.41	204.45	9,234.18	0.00	16,390.78
YTD	108,896.82	7,733.53	31,395.42	5,967.49	63,800.38
Hours and Earnings					
Description	Dates	Hours	Rate	Amount	YTD
Annual Performance Bonus(APB)					3,326.00
Base Wages for Hourly Pay	07/xx/20xx - 07/xx/20xx	30.50	49.55	1,511.28	55,573.60
Holiday Pay	07/xx/20xx - 07/xx/20xx	10.00	49.55	495.50	4,292.51
Pay in lieu of Vacation	07/xx/20xx - 07/xx/20xx				3,904.61
In Lieu of Personal	07/xx/20xx - 07/xx/20xx	30.00	49.55	2,229.75	9,364.95
Absence 1.5					
In Lieu of Personal	07/xx/20xx - 07/xx/20xx	40.00	49.55	1,982.00	1,982.00
Absence 1.0					
Quarterly Performance Bonus(QPB)					1,288.01
Restricted Stock Unit					1,646.91
Sabbatical Pay out at Term	07/xx/20xx - 07/xx/20xx			12,000.00	12,000.00
Stock Purchase					2,563.29
Disqualifying Disposition					
Stock Purchase Plan					1,380.06
Qualifying Disposition					
Vacation Pay					3,964.00
Vacation Payout	07/xx/20xx - 07/xx/20xx	153.60	49.55	7,610.88	7,610.88
Termination					
Taxes					
Description	Amount	YTD			
OASDI	1,477.95	6,273.83			
Medicare	345.65	1,467.27			
Federal Withholding	4,977.61	16,630.72			
State Tax - CA	2,432.97	7,023.60			
Before-Tax Deductions					
Description	Amount	YTD			
401K Deduction	200.68	6,383.02			
401K Bonus and Commission Deduction		461.42			
Health Savings Account - Fidelity Plan		825.00			
Vision Plan	3.77	64.09			
After-Tax Deductions					
Description	YTD				
Restricted Stock	869.90				
SPP Disqualifying Disposition	2,563.29				
Employee Stock Purchase Plan	1,154.24				
SPP Qual Disp	1,380.06				

Non Exempt Separation Pay

Company Information					
Name	Address	Phone			
Intel Corporation	2200 Mission College Blvd Santa Clara, CA 95054 United States of America	+1 408-765-8080			
Payslip Information					
Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		08/xx/20xx	08/xx/20xx	08/xx/20xx	
Current and YTD Totals					
Balance Period	Gross Pay	Before-Tax Deductions	Taxes	After-Tax Deductions	Net Pay
Current	55,000.00	0.00	23,475.22	0.00	31,524.78
YTD	163,896.82	7,733.53	55,055.43	5,967.49	95,140.37
Hours and Earnings					
Description	Dates	Hours	Rate	Amount	YTD
Annual Performance Bonus(APB)					3,326.00
Base Wages for Hourly Pay					55,573.60
Healthcare Payout GU	08/xx/2024 - 08/xx/2024	0.00	0.00	17,000.00	17,000.00
Holiday Pay					4,292.51
Pay in lieu of Vacation					3,904.61
In Lieu of Personal Absence 1.5					9,364.95
In Lieu of Personal Absence 1.0					1,982.00
Quarterly Performance Bonus(QPB)					1,288.01
Restricted Stock Unit					1,646.91
Sabbatical Pay out at Term					12,000.00
Stock Purchase					2,563.29
Disqualifying Disposition					
Separation Pay	08/xx/2024 - 08/xx/2024	0.00	0.00	38,000.00	38,000.00
Stock Purchase Plan					1,380.06
Qualifying Disposition					
Vacation Pay					3,964.00
Vacation Payout					7,610.88
Termination					
Taxes					
Description	Amount	YTD			
OASDI	3,457.11	9,762.54			
Medicare	808.52	2,283.18			
Federal Withholding	12,267.17	29,010.04			
State Tax - CA	6,942.42	13,999.67			
Before-Tax Deductions					
Description	YTD				
401K Deduction	6,383.02				
401K Bonus and Commission Deduction	461.42				
Health Savings Account - Fidelity Plan	825.00				
Vision Plan	64.09				
After-Tax Deductions					
Description	YTD				
Restricted Stock	869.90				
SPP Disqualifying Disposition	2,563.29				
Employee Stock Purchase Plan	1,154.24				
SPP Qual Disp	1,380.06				

Separation Pay line includes Separation Pay, Pay in lieu of redeployment, and where applicable: additional 8 weeks Separation Pay, \$20K Healthcare Bonus and \$10K Capstone Bonus (if eligible: NE – GR6)

Separation Health Benefits

	Application Program		Enhanced Retirement	
Employee Age	Under 64	64+	Under 63.5	63.5+
Healthcare Benefit	12 months Intel-Paid COBRA premiums ¹	Healthcare cash payout ³	18 months Intel-Paid COBRA premiums ²	Healthcare cash payout ³
COBRA Enrollment	Automatically enrolled	May enroll and purchase within 60 days of the date your active coverage ends	Automatically enrolled	May enroll and purchase within 60 days of the date your active coverage ends
Healthcare Bonus	N/A		\$20K ³	
EAP	ComPsych EAP included in COBRA May elect and purchase Modern Health EAP via COBRA			

For COBRA enrollment questions, call the Intel Health Benefits Center at 1-877-466-9236

¹Additional \$10K cash payout if spouse/domestic partner is either: age 64+ OR age 63 and below and entitled to Medicare due to disability

²Additional \$15K cash payout if spouse/domestic partner is either: age 63.5+ OR age 63.5 and below and entitled to Medicare due to disability

³Paid via payroll; not connected to HSA or SERMA

Medicare

Medicare Part A&B	<ul style="list-style-type: none"> Active group health plan coverage ends at midnight of the last day of the month in which your employment ends If eligible for Medicare and enrolled, Medicare becomes the primary payer upon the loss of your active group health plan COBRA will generally assume you are enrolled in Medicare (age 65+/disabled) and will reduce coverage accordingly; COBRA will not cover what Medicare would cover 	
Medicare Enrollment	<ul style="list-style-type: none"> For Medicare questions or to enroll in Medicare, contact Social Security at 1-800-772-1213 or visit www.medicare.gov Medicare CMS-L564 Form: If you are 65+ when leaving Intel, you will need this Medicare verification of health coverage form that is required for all Medicare enrollment applications. You must also request a form for your spouse if they are 65+; to obtain the form, call Intel Health Benefits Center at 1-877-466-9236 	
COBRA Status	<p>If you are age 65+ prior to enrolling in COBRA:</p> <ul style="list-style-type: none"> Eligible for COBRA + Medicare COBRA pays secondary to Medicare, even if retiree misses enrolling in Medicare 	<p>If you turn age 65 while on COBRA:</p> <ul style="list-style-type: none"> If you or an eligible dependent become Medicare eligible, you must enroll in Medicare within 2 months of turning age 65. At Medicare enrollment, you have the option to end or continue your COBRA as secondary coverage <ul style="list-style-type: none"> COBRA pays secondary to Medicare, even if the retiree misses enrolling in Medicare Consider delaying your Medicare enrollment only if you enroll in another employer group health plan because of active employment
HSA* Contributions	<p>Once enrolled in Medicare Part A or B:</p> <ul style="list-style-type: none"> You can no longer contribute to HSA but you can use HSA funds for qualified medical expenses If you have contributed within 6 months of enrolling in Medicare, you may want to contact Fidelity for a Return of Excess Contributions Consult with a tax advisor for additional information 	

NOTE: COBRA is not considered an active employer group plan. Delaying Medicare enrollment due to your enrollment in COBRA will result in a Medicare premium penalty.

*HSA is not an Intel-sponsored benefit.

My Health Benefits Website

You will still have access to My Health Benefits after you leave;
Before you leave, follow the steps below to set up a login from an external network

1

Go to: www.intel.com/go/myben

2

Click the link for "My Health Benefits"

3

Click "Register", Company Key is "Intel"

4

Enter personal information

5

Select and answer security questions

6

Create username and password



Welcome

User Name *

case sensitive

Password *

case sensitive

First time here?

Register to create your
user name and password.

 Register

Login >

[Forgot your user name or password?](#)

Retirement Plans via Fidelity



- Retirement accounts can be viewed at www.netbenefits.com/intel; you will still be able to access your account after you leave Intel
- 401(k) contributions are not deducted from your severance payment

Before You Leave	<ul style="list-style-type: none">▪ Review your beneficiaries▪ Review your contact information
401(k) Match True-up	<ul style="list-style-type: none">▪ Retirement Eligible: Eligible for 401(k) match true-up▪ Application Program: Not eligible unless exit in December▪ If eligible, 401(k)-match true-up is deposited into your account in Q1 of the year after exit
Distributions	<ul style="list-style-type: none">▪ You can generally keep your balances within the Intel Plan(s) or take distributions, e.g. withdraw, roll over to IRA▪ You will receive Fidelity distribution options email/letter within 30 days of leaving, detailing how to make elections▪ Funds can be distributed no earlier than 30 days after leaving
Minimum Pension Plan (MPP)	<ul style="list-style-type: none">▪ MPP is a legacy plan, closed to new employees in 2011▪ To view if you have a MPP benefit estimate, visit: www.netbenefits.com/intel▪ For information about MPP, visit: https://www.intelmpp.com/

For retirement plan questions, call the Fidelity Service Center at 1-888-401-7377 (M-F; 5:30 a.m. – 9:00 p.m. PST)

Stock via E*TRADE



Accessing Your E*TRADE Account

- 1 Same website, username and password as today
- 2 Account will remain open for you to access history, make transactions on remaining balances
- 3 Review your beneficiaries and account information
- 4 If eligible, vesting acceleration takes ~1 week

Stock Vesting Acceleration

- Vesting acceleration means that certain RSUs that would have vested in the future will vest when you leave Intel
 - Example: 1 year of stock acceleration means that eligible RSUs that would have vested within 1 year after termination will vest upon termination
- Applies to RSUs granted during annual Rewards Planning
- RSUs granted outside of annual Rewards Planning are generally ineligible, e.g. promo RSUs, retention RSUs

Eligibility Criteria	Vesting Acceleration Benefit
Rule of 75 (Add Age + Years of Service \geq 75)	<ul style="list-style-type: none">▪ 1 year of accelerated vesting▪ Unvested RSUs are cancelled
Age 60 (Age 60 + 5 Years of Service)	<ul style="list-style-type: none">▪ 1 year of accelerated vesting for every 5 years of service▪ Unvested RSUs are cancelled

Additional Benefits

Benefit	Applies to	Details
Thank You Bonus	CPM AP, ISP and Enhanced Retirement exiting before 12/3/24	<ul style="list-style-type: none"> Cash payment equal to the fair market value of the 'Thank You RSUs' on Dec 3, 2024; if you leave on or after Dec 3, 2024, your Thank You RSUs will vest in E*TRADE Thank You Bonus paid via direct deposit before yearend
External Career Transition Services	CPM AP, ISP and Enhanced Retirement	<ul style="list-style-type: none"> 6 months of external career transition services provided by Lee Hecht Harrison (LHH) Before you leave, you will receive an email from LHH with enrollment instructions Must begin career services within 90 days of your last day at Intel
APB Proration	Retirement Eligible or CPM AP/ISP with exit in Q2-Q4*	<ul style="list-style-type: none"> APB: Prorated monthly, based on Actual results, paid Q1 of the year after you leave
QPB Proration	Retirement Eligible	<ul style="list-style-type: none"> QPB: Prorated on eligible earnings for the quarter in which you leave, paid in the quarter after you leave
Intel Retiree Medical Plan** (IRMP)	Retirement Eligible	<ul style="list-style-type: none"> IRMP provides insurance options for eligible retirees: <ul style="list-style-type: none"> Below age 65: Anthem HDHP option Age 65+: 2 Anthem Medicare Advantage options IRMP VSP Basic and Plus options
SERMA**	Retirees who meet eligibility requirements	<ul style="list-style-type: none"> Health Reimbursement Arrangement subject to IRS rules \$1,500 credit for each full year of service; capped at 2020 anniversary of hire date Employees hired after 1/1/2014 are not eligible If eligible, you will receive a SERMA Welcome Packet once your SERMA account is funded, generally ~2 months after you leave After your SERMA account is set up, you can access it by visiting My Health Benefits and selecting <i>My Choice Accounts</i>

*Must sign Separation and Release Agreement

**Access the [IRMP and SERMA Summary Plan Description](#) for full details

Resources



[Cost Reduction Resource site](#)



[Goto/USEnhancedRetirement](#)



[US Benefits at a Glance](#)



[ASK HR- 800-238-0486](#)



[Limited Personal Use Policy Help \(sharepoint.com\)](#)

[Limited Personal Use: How to transfer personal data \(sharepoint.com\)](#)

intel circuit

Cost Reduction Resources

Stay informed about Intel's Corporate People Movement (CPM) actions and enhanced retirement program. You will find links to country-specific details related to your CPM application program, the enhanced retirement program for eligible employees and CPM-related frequently asked questions.

Corporate People Movement FAQ

Get answers to your top questions about the impact of cost reductions to employees, Intel programs and more.

Cost Savings Reduction FAQ

Answers to questions focused on how Intel is approaching cost savings.

Programs and Services FAQ

Learn about cost reduction impacts to programs and services.

Enhanced Retirement

Intel is offering Enhanced Retirement and has invited eligible employees to enroll. We understand that making a decision to exit any job involves many factors. On this page you can find links to details and resources to help you understand the offering, assess your options and make a decision about enrolling.



Employee
Calculators
Available



intel®