

LAI D OFF

RENEGADE

By Jessica Bowman

Questions to Ask HR the Day You Are Laid Off

Don't accept, "it's all in your paperwork."

HR may not be prepared to answer them, but you need to be prepared to make them give you answers because the paperwork is in legalize and may not be easy to understand when you're in the midst of layoff stress. These are the questions I wish I asked, before I walked out the door.

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| Employment Dates | |
| Separation Date: | |
| Last Date of Employment / Termination Date: | |
| Medical Insurance | |
| Health Insurance Company Phone Number: | |
| Health Insurance Company Website: | |
| Dental Insurance Company Phone Number: | |
| Dental Insurance Company Website: | |
| Optical Insurance Company Phone Number: | |
| Optical Insurance Company Website: | |
| When will my insurance benefits end? | |
| How much will Cobra cost for me? | |
| What is the last date I can register for COBRA? | |
| When will my COBRA coverage end? | |
| Flexible Spending Account | |
| Flexible Spending Account Company Phone Number: | |
| Flexible Spending Account Company Website: | |
| What is the last date that I can spend Flex Spending Money? | |
| What is the last date I can submit receipts for reimbursement? | |

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| 401k | |
| 401k Company Phone Number: | |
| 401k Company Website: | |
| Do I have to move it to an IRA? If yes, by when? | |
| Do I loose any employer contributions? | |
| Finance | |
| When is my last paycheck and how will it be sent? | |
| Move Packages – Do I owe anything? | |
| Bonuses received – Do I owe anything? | |
| Expenses – When is the last date I can submit expense reports? | |
| Going Public | |
| What are the limitations on what I can, and cannot, say publicly? | |
| If I have specific questions on what I can say (such as someone reviewing a blog post), who do I need to talk to? | |
| Misc. | |
| Exactly which papers need signed and submitted, and by when? | |
| Document 1: Due Date: | |
| Document 2: Due Date: | |
| Document 3: Due Date: | |
| Document 4: Due Date: | |
| Who do I contact with questions on the paperwork you're giving me? | |
| Where do I send an address change notification so that my W-2 arrives at my new residence? | |

Have additions to this list?

Email them to jessicabowman@gmail.com.

It will help others overcome the challenges of their lay-off.