



Summary of Benefits and Other Departure Details

When Your U.S. DXC Technology
Company (DXC) Employment Ends

Applicable to employees on U.S. Payroll
(including U.S. Territories)



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Separation of Employment with DXC Technology Company (DXC)

HR Operations has been notified that your employment with DXC will be ending. The information in this out-processing package is intended to help you understand the process including any actions you need to take and any deadlines. Please keep this guide for future reference.

Your Benefits at Separation of Employment

The Summary of Benefits at Separation of Employment below provides a brief description of what will happen to your DXC benefits when your employment in the U.S. (including U.S. Territories) ends. You may not be a participant in or eligible for all of these plans. If you have additional questions concerning your benefits, you may contact the DXC Benefits Center or other resources listed below.

DXC Benefits Center

1.888.305.5499 (toll free)

Hours: 8:00 a.m. to 5:00 p.m. (ET)

Repayment of Loans/Debts

If you have any open or outstanding accounting items, such as salary advances, relocation repayment, etc., you must contact Employee Connect (**See Important Resources and Contacts → DXC HR Support Teams**) and open a case for debt payoff.

Company Credit Card and Expense Reimbursement

It is your responsibility to pay any outstanding balances on your DXC credit card and to return your company credit card to your manager or Human Resources. Submit outstanding expenses in Concur immediately to ensure timely processing. If expenses are not submitted in Concur prior to your separation of employment, you must contact Employee Connect (**See Important Resources and Contacts → DXC HR Support Teams**) to obtain a manual expense report for submission which requires receipts and an email from your approving manager.

Appointment for Final Checkout

Your manager and/or Human Resources will set up an appointment with you prior to or on your last day of employment to complete your exit from DXC. During that appointment, you will arrange for the return of keys, computer equipment, company credit cards, cell phones, facility access card, DXC badge, all other contractor badges, and any other DXC property in your possession.

Your IRS Form W-2

If you previously elected to receive your prior year's IRS W-2 form electronically, you may continue to access your online account to view those W-2 forms. If you did not enroll to receive your W-2 form electronically, a paper W-2 form will be mailed to you no later than January 31. Remember to notify DXC if your address changes. See **Important Resources and Contacts → IRS Form W-2 Retrieval Instructions** for details about retrieving your W-2 electronically.

Your Final Pay

If you need a copy of your final paycheck/direct deposit after your separation date, please contact Employee Connect (**See Important Resources and Contacts → DXC HR Support Teams**).

On behalf of DXC HR Shared Services, we wish you the best in your future endeavors.

Summary of Benefits at Separation of Employment

The following provides a summary of what will happen to your DXC benefits when your employment ends.

Continuing Health Coverage (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) is a federal law that allows you to elect to continue any of the following benefits under which you were covered at the time of your separation from employment: medical/prescription drug, dental, vision, DXC Life Management Program, and Health Flexible Spending Account.

Via USPS mail you will receive detailed information about COBRA, including rates, deadlines, and a COBRA election form. The DXC Benefits Center will send this information to you at your home address on file, you should receive your COBRA notice within approximately 7 to 10 business days following your separation date. You can access an electronic version of your COBRA notice in Personal Documents on www.myDXCbenefitscenter.com. It is important you review the COBRA requirements timely to ensure you understand the actions required and deadlines to elect and pay for continuation of coverage.

See **Important Resources and Contacts** for helpful tools to model COBRA costs, to find plan information, and how to contact the DXC Benefits Center.

Note: Is your new employer or your spouse's employer asking for a benefits verification letter before they add you to their coverage? Your COBRA enrollment notice provides all of the information they require, e.g., it's on DXC letterhead, it provides the plans you and your eligible dependents were covered on as an active employee, the date when those benefits end.

Medical/Prescription Drug: coverage for you and your covered family members will end at 11:59 p.m. on your separation date. You and each of your covered family members may elect to continue coverage.

DXC Healthy Behaviors Wellness Program: if you are enrolled in one of the High Deductible Health Plan (HDHP) options and elect COBRA, you may continue to earn wellness incentives during your period of COBRA coverage. However, the wellness incentives will be paid out via a physical check or direct deposit and not as a deposit to your HSA.

Dental and Vision: coverage for you and your covered family members will end at 11:59 p.m. on your separation date. You and each of your covered family members may elect to continue coverage.

Health Savings Account (HSA) – This account is yours to use and grow.

- Upon separation:
 - Your account will convert to an individual retail account with MetLife. You can continue to use your existing debit card and user credentials to login to your account at <https://healthsavingsandspending.metlife.com/>. You may contact MetLife by phone at 1. 833-675-2915. You will be responsible for any monthly maintenance fees.
 - You may also transfer your funds to another qualifying HSA via rollover or trustee-to-trustee transfer.

Flexible Spending Accounts (FSAs)

- Health Flexible Spending Account (Health FSA): Your period of coverage in this plan ends at 11:59 p.m. on your separation date. If you have a remaining Health FSA balance, you may elect COBRA to extend your period of coverage through December 31 of the current plan year.



- Dependent Care Flexible Spending Account (Dependent Care FSA): Your period of coverage in this plan ends on December 31 of the current plan year.

Use it or lose it: If you have a balance in your FSAs, you have until March 31 of the following year to submit your reimbursement for eligible expenses incurred prior to the date your period of coverage ends. Any unspent funds by these deadlines **will be forfeited** (i.e., use it or lose it).

Commuter Reimbursement Account.

- Your period of coverage in this plan ends at 11:59 p.m. on your separation date.
- Any remaining funds in your Transit plan account are forfeited upon separation.
- The deadline for submitting claims for the Parking Reimbursement benefit is 180 days from the date the expense is incurred (as long as it was incurred prior to the to the date your period of coverage ends), but no later than March 31 following the end of the plan year.

DXC Life Management Program (EAP)

You will have access to the DXC Life Management Program through the end of the month following your separation of employment. You can continue coverage through COBRA for a very modest cost (less than \$1.20 per month). DXC Life Management provides access to personal counseling, coaching, as well as other resources that can help you and your family manage your personal and work lives. Please refer to Section 5 of the DXC Employee Benefits Guidebook for further details.

Life, Accidental Death & Dismemberment (AD&D), and Disability Insurance Options

You may have options to port or convert certain insurance coverages. Please consult the current DXC Employee Benefits Guidebook for details, including plan rules and limitations.

Employee Basic, Supplemental, and Dependent Life

Life insurance ends at 11:59 p.m. on your last day worked. However, note the following:

- Life insurance benefits are payable if your death occurs within 30 days of termination of coverage.
- You may elect to port Basic, Supplemental, and Dependent Life if you are leaving prior to Social Security Normal Retirement Age as defined under the United States Social Security Act as amended.
- Alternatively, you may elect to “convert” your Employee Life and Dependent Life to an individual policy.

Following your separation from DXC, you will receive a letter from MetLife, DXC’s Life Insurance carrier, with your personalized options and the decisions you need to make. Review your options carefully and adhere to all application requirements and deadlines. Because you must make important decisions within strict guidelines, MetLife has an exclusive arrangement with specially trained third-party financial professionals to help you understand your options. You may receive a call directly from a Barnum financial professional or you may contact them directly at 1-877-275-6387.

Employee Accidental Death and Dismemberment (AD&D) Insurance

Accidental Death and Dismemberment insurance ends at 11:59 p.m. on your last day worked, but it may be converted if you are under age 70. Conversion is subject to certain rules and limitations. Please consult the current DXC Employee Benefits Guidebook for additional information. To apply for a conversion policy, log into the Zurich AD&D conversion website at <https://enroll.zurichna.com/conversion> or you may call 1-888-634-6780, Option 2. Based on your answers to the questions, the correct state specific application will be mailed to you to complete and submit. The employer name on the policy is Computer Sciences Corporation and the policy number is



0207328. The application must be completed and submitted to Zurich within 60 days of termination of coverage.

Disability Insurance

Short-term Disability (STD) and Long-term Disability (LTD) coverage ends at 11:59 p.m. on your last day worked. There is no conversion privilege for the STD plan. You might be entitled to convert your LTD coverage to an individual policy if you meet certain criteria. Look out for a conversion package with personalized information from Selman on behalf of The Hartford. If you have any questions, you can call 877-320-0484, and reference plan GLT-402775.

Business Travel Insurance

Business Travel Accident insurance ends on your separation date and may not be converted or ported.

Other Optional Voluntary Benefits

- Legal services: Your coverage ends at 11:59 p.m. on your last day worked. You may continue your legal plan benefit after separation of employment for 12 months. Contact MetLife client services center at 1-800-821-6400, Monday-Friday (8am - 8pm ET).
- Allstate ID Protection: Your coverage ends at 11:59 p.m. on your last day worked. You have 90 days after separation of employment to contact Allstate ID Protection at 1-800-789-2720 and continue this coverage via a direct bill arrangement.
- MetLife Supplemental Health Benefits (Hospitalization, Critical Illness and Accident insurance): Your coverage ends at 11:59 p.m. on your last day worked. If you want to continue coverage, you must contact MetLife at 1-800-GET-MET8.
- Whole Life with Long Term Care: Your coverage ends at 11:59 p.m. on your last day worked. Your billing will automatically change your payment method to a direct bill with MetLife once your termination has processed. A monthly direct bill and continuation of coverage (COC) letter will be sent to you for you to take action. If you have any questions, you may contact 1-800-438-6388.

Following your separation from DXC, you will receive a letter from MetLife, DXC's Supplemental Health Benefits carrier, with more information on the option to continue coverage.

Information regarding benefits at separation can also be found within each respective section of the DXC Employee Benefits Guidebook in conjunction with any applicable Summary of Material Modifications (SMM). These documents can be found on the myDXCBenefits website (<https://mydxcbenefits.com/>).

Matched Asset Plan - DXC 401(k)

If you are a MAP 401(k) participant, Fidelity, DXC service provider, will send a notice to your home address or personal email address within 7 – 10 business days after separation. The notice contains information on your options and tax implications related to the distribution options.

Regardless of your account value, you may request a distribution or rollover of your funds from the plan to an IRA or another qualified plan. See special provisions below.

- If your account balance is less than \$7,000, you will have 90 days to take distribution; the separation notice you receive will provide specifics regarding distribution should you not take any action.
- Remain in the DXC 401(k): If your account balance is at least \$7,000, you may leave your balance in the DXC 401(k) until a later date, but no later than age 73.



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- Withdraw account payable to you as a one-time lump sum or installment payments: If you elect this option, 20 percent of your distribution will be withheld for federal taxes, and your distribution will be considered a taxable event unless you roll your money into another qualified plan within 60 days of receiving the distribution. If you take a distribution payable to you before age 59½, you may also incur a 10% early withdrawal tax penalty.
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- Rollover / Transfer your balance to an IRA or other qualified plan: You may elect to roll over your DXC 401(k) account to another qualified plan (such as another company's 401(k) plan) or a "Conduit IRA" (otherwise known as a "Rollover IRA") for continued tax deferral. Another option is to roll your money into a regular IRA. However, if you roll your balance into a non-conduit IRA, you will not be able to roll over that money to another 401(k) plan at a later date if your 401(k) money becomes "comingled" with non-401(k) money.

For All Distributions:

- If you are rolling your money to another tax deferred plan such as a 401(k) or IRA, you have the option to request a stock certificate for money in the DXC Stock Fund, or you can elect to receive the cash value of the stock on the date of distribution. If you intend to request a stock certificate, please make sure the new account will accept a stock certificate before completing your distribution request.
- Whether you are rolling your money to another qualified plan or having the money paid to you, you will have the option to elect cash or shares for the money in the DXC Stock Fund.

DXC 401(k) Loan

If you have an outstanding 401(k) loan balance, DXC has made arrangements with Fidelity to coordinate continuation of loan repayments.

- In the next few weeks, you will receive a separate letter from Fidelity which will give you information on your options to either repay the loan in full or continue loan payments.
- You may pay the balance in full by the due date shown on your separation notice or continue making payments on the loan. You will be unable to rollover, transfer, or withdraw any portion of your 401(k) balance until the loan is paid in full, as the plan does not allow partial withdrawals.
- If you take distribution of your 401(k) balance while having an outstanding loan balance, the balance of your loan will default. This means that your remaining loan balance plus any applicable interest will be subject to federal, state income taxes (depending on your state of residence) and may possibly be subject to an additional 10% penalty for early distribution.
- If you do not continue making payments, the loan will default and become taxable to you after 90 days.

Questions?

If you have additional questions about your DXC 401(k) account, call the DXC Wealth & Retirement Center: 1-877-839-2627 from Monday through Friday, 8:30 a.m. to 8:30 p.m. (Eastern Time). You can use the Fidelity website (<https://www.netbenefits.com>) to make your distribution elections.

Pension Plans

CSC Employee Pension Plan: If you participated in this plan or any of the plans merged into this plan (e.g., DuPont, Conoco, General Dynamics, Hughes, DynCorp), then contact the CSRA Pension Center when you are within 90 days of wanting to commence your benefit. Direct questions regarding your pension benefits to the CSRA Pension Center at toll-free 1-844-335-9041.

CSC Outsourcing Inc. Hourly Pension Plans: If you are a participant in one of the CSC Outsourcing Inc. Hourly Pension Plans, then you will receive information about your retirement benefits and forms (if applicable) in approximately 45 days after separation. Direct questions regarding your pension benefits to the CSC Pension Center at toll-free 877-214-7792 .

Legacy Enterprise Services Employees: If you participated in a pension plan, or believe you are eligible for retiree medical based on your HP or HPE service, please see **Helpful Contacts for Legacy HPE-ES Employees** at the end of this guide.

Retiree Medical

If you are a legacy Enterprise Services employee, you are not eligible for retiree medical under any plans administered by DXC or Hewlett Packard Enterprise. If you believe you are eligible for retiree medical under either of the plans listed below, please contact the HP Benefits Center at 1-800-890-3100:

- Pre-2003 Hewlett Packard Retiree Medical Program
- Digital Retiree Medical Program

If you are a legacy CSC employee and are eligible for Retiree Medical coverage you will receive information after your retirement has been processed. Neither the DXC Benefits Center, managed by Businessolver, nor the GDIT Benefits center, managed by Fidelity, are able to provide information concerning your Retiree Medical benefits until your eligibility information has been received.

If you are considering retiring, and are a participant in one of the plans listed below, you can obtain more information about your Retiree Medical eligibility by submitting a request via Employee Connect:

- CSC Welfare Benefits Plan for Dupont/Conoco and Zurich Retirees (Sponsored by DXC)
- CSC Welfare Benefits Plan for TMG/TMD Retirees (Sponsored by DXC)
- Computer Sciences Corporation 1992 Employee Welfare Benefits Plan (including CSC Welfare Benefits Plan for Logmod Retirees) (Sponsored by GDIT (formerly CSRA))
- CSC Welfare Benefits Plan for DIS (Former GTE) Retirees (Sponsored by GDIT (formerly CSRA))

Once you are ready to enroll, please see **Helpful Contacts for Legacy CSC Employees** at the end of this guide.

Important: This Summary of Benefits at Separation of Employment does not contain complete terms of conditions of any of the benefit plans or policies currently offered by DXC. It is intended to provide general information. This information is not contractual and should not be relied upon as a contract. While we have attempted to accurately reflect the terms of applicable group plans, plan documents and policies, in an instance of conflict between this summary and the applicable policy or plan, the plan of benefits, plan documents, and the various policies will govern.



Summary of Other Programs Upon Termination

Vacation

Employees of DXC generally no longer accrue vacation, unless required by law. Please see the DXC U.S. Flexible Vacation or Vacation Policy for Puerto Rico to verify if you are eligible for a payout of unused accrued vacation.

Sick Leave

DXC policy stipulates that accrued sick leave benefits shall be forfeited at separation.

Educational Assistance

Employees who terminate their employment for reasons that, in the opinion of DXC management, are within their control, including termination for cause or voluntary resignation from DXC, prior to the twelve (12) months following completion of the reimbursed course or certification examination will be required to make a prorated repayment of the benefit. In the event of a layoff, this provision will be waived.

Address Change after Separation

If you relocate, please update your address with our plans as applicable. See **Change Your Contact Information** form later in this document.

Credit Unions

If you are a member of Lafayette Federal Credit Union (LFCU) or First Tech Federal Credit Union (FTFCU), you may elect to retain lifetime membership. You will deal directly with your credit union in all matters regarding your account. If you do not wish to continue membership, contact your credit union directly to close your account.

Other Questions?

Contact Employee Connect. See **Important Resources and Contacts** → **DXC HR Support Teams**.



Change Your Contact Information

If you change your contact information after separation from DXC, please complete this form. The address that is currently on file will be used to mail your IRS Form W-2 (if you did not enroll to receive your W-2 electronically).

Please upload this completed form to Employee Connect via this link: <https://dxchr.service-now.com/asc>. If this is your first visit to our external portal, see **Important Resources and Contacts** → **DXC HR Support Teams**.

Full Name _____

SSN _____

Personal E-mail _____

Old Address

Street _____

City _____

State _____

Zip Code _____

Phone Number _____

New Address

Street _____

City _____

State _____

Zip Code _____

Phone Number _____

Your Signature _____

Date _____

Important Resources and Contacts

Resource	Information and How to Contact
DXC HR Support Teams	<ul style="list-style-type: none"> • Employee Connect: Current DXC employees who have Universal ID can use this link https://dxchr.service-now.com/hrportal to submit a Health & Welfare benefits inquiry or engage in a live chat. Live chat is available during core business hours. • DXC Connect: Former employees who no longer have Universal ID can use this link https://dxchr.service-now.com/asc to contact us. If this is your first visit to our external portal, you must complete a one-time registration process so that you can submit your question under Make a Request > Former Employee > General Inquires. <p>IMPORTANT</p> <ul style="list-style-type: none"> • For best results, use Chrome or Firefox. Do not use Internet Explorer or Microsoft Edge. • Live chat offers immediate help (core business hours). • Please watch for email requests from the agents for more information. If you do not reply within five business days, your case will be automatically closed. • You may track the status of your open cases anytime under My Cases.
COBRA	<p>The following resources are available to help you plan:</p> <ul style="list-style-type: none"> • https://mydxcbenefits.com/ Provides basic information about COBRA coverage and your plan options. In the search box type – COBRA. • https://mydxcbenefits.com/interactive-pricing-tool/ Provides a pre-enrollment pricing modeler for COBRA medical, dental, and vision coverage to assist you with your planning. Just use the password “Medical2025” (case sensitive) to access the tool, enter your Zip code and select “COBRA” from the drop-down options under “Select Eligibility Group <p>If you have questions about continuing health coverage, you may contact the DXC Benefits Center directly at 1.888.305.5499 (toll free).</p>
DXC Benefit Center	<p>1.888.305.5499 (toll free)</p> <p>Representatives are available Mon. through Fri. from 8:00 a.m. to 5:00 p.m. Eastern time.</p>
MetLife Customer Service (FSA/HSA/HRA)	<p>Phone: 833-675-2915</p> <p>Representatives available Monday through Friday 8:00 AM to 8:00 PM ET.</p>
DXC Wealth & Retirement Center	<p>1-877-839-2627 (toll free)</p> <p>Representatives are available Mon. through Fri. from 8:30 a.m. to 8:30 p.m. Eastern time.</p>
IRS Form W-2 Retrieval Instructions	<p>https://my.adp.com/</p> <p>If you have not already registered an account, select “Create account”.</p> <p>Tips:</p> <ul style="list-style-type: none"> – Do not select the “Find Me” Option. Select “I have a registration code” – Registration Code: DXT1-W2. – Control number – Employee ID. If your DXC EEID is not already 8 digits, add necessary zeroes up front. – Control number – Company code: RH4

Helpful Contacts for Legacy CSC Employees

Issue	Contact	Phone	Website	
Pension Plans	If you participated in: <ul style="list-style-type: none"> • CSC Employee Pension Plan (including merged benefits from Dupont, Conoco, General Dynamics, Hughes, Dyncorp Salaried, Raytheon, etc.) • Eagle Alliance Employee Pension Plan • DynCorp Union Pension Plan 	CSRA Pension Center	1-844-335-9041	https://ypr.aon.com/csra
	If you participated in: <ul style="list-style-type: none"> • CSC Outsourcing Hourly Pension Plan • CSC Outsourcing CUTW Hourly Pension Plan 	CSC Pension Center	1-877-214-7792	N/A
Retiree Medical	If you are participating in one of the following retiree medical plans and are pre-65: <ul style="list-style-type: none"> • Computer Sciences Corporation 1992 Employee Welfare Benefits Plan (including CSC Welfare Plan for Logmod Retirees) • CSC Welfare Benefits Plan for DIS (former GTE) Employees 	DXC HR Support Teams	N/A	See Important Resources and Contacts > DXC HR Support Teams
	If you are participating in one of the following retiree medical plans and are pre-65: <ul style="list-style-type: none"> • CSC Welfare Benefits for Dupont/Conoco and Zurich Retirees • CSC Welfare Benefits Plan for TMG/TMD Retirees 	DXC HR Support Teams	N/A	See Important Resources and Contacts > DXC HR Support Teams



Helpful Contacts for Legacy HPE-ES Employees

Issue	Contact	Phone	Website
HPE 401(k) (Only if you have a balance in the HPE 401(k))	HPE Retirement Service Center at Fidelity	1-800-409-4015 or 1-508-787-9902 1-888-343-0860 TDD	www.netbenefits.com
Retiree Pension <ul style="list-style-type: none">• HP Retirement Plan• HP Deferred Profit Sharing Plan• HP Cash Account Pension Plan• EDS Retirement Plan	HP Retirement Service Center at Fidelity	1-800-457-4015	www.netbenefits.com
Retiree Medical <ul style="list-style-type: none">• Pre-2003 HP Retiree Medical Program• Digital Retiree Health Program	HP Benefits Center	1-800-890-3100	N/A