



Hewlett Packard
Enterprise

United States

HPE Workforce Reduction (WFR) Frequently Asked Questions (FAQs)

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GENERAL

Q: Why is Hewlett Packard Enterprise making workforce reductions?

As we look to the future, if we're to position Hewlett Packard Enterprise (HPE) as the industry leader, we must continue to take actions that, while difficult, are necessary to move our business forward. Workforce reductions help HPE achieve critical cost reductions that allow us to be more competitive and drive future business results.

SEVERANCE PAY

Q: What can I expect to receive as a severance payment?

The amount of your Cash Severance Payment will equal 11 weeks' Base Pay. If you have more than 11 years of qualifying service with the company, you will receive an additional 0.4 week's (2 days) Base Pay for each year of qualifying service beyond 11 years. The Cash Severance Payment will be reduced by the 60-day pay equivalent advance payment that you receive shortly after you leave HPE.

Note: Your years of continuous service at an acquired company will be included in this severance calculation only if HPE agreed to include such service in connection with the acquisition of that company.

Below is an example of the Cash Severance Payment:

John is a Plan Participant. His Weekly Base Pay is \$1,200 and he has 16 years of qualifying service. John is not entitled to shift differential, monthly on-target earnings or other additional compensation. John remains an employee of Hewlett Packard Enterprise and does not accept or start another job at Hewlett Packard Enterprise during the WFR Redeployment Period. If John signs and does not revoke the unaltered Waiver and Release Agreement within the specified timeframe, then John will receive a Cash Severance Payment of \$5,314.32, determined as follows.

<i>Minimum severance 11 times Weekly Base Pay (11 x \$1,200)</i>	<i>\$13,200.00</i>
<i>Plus 0.4 times Weekly Base Pay for each of John's 5 years of service in excess of 11 years (0.4 x \$1,200 x 5)</i>	<i>\$2,400.00</i>
<i>Minus 60-days' pay (8.5714 weeks x \$1,200 per week)</i>	<i>(\$10,285.68)</i>
<i>Remaining Cash Severance Payment</i>	<i>\$5,314.32</i>

John's 60-days' pay is \$10,285.68, and his Cash Severance Payment is \$5,314.32, totaling \$15,600 in severance benefits paid under this Plan

Q: When will I receive my severance pay?

The table below describes when and how your severance payments are made.

Timing	Pay Component
Designated last day of employment	Final paycheck Pay through your designated last day of employment Normal deductions apply (e.g., personal use charges, Benefits, 401(k), United Way, etc.) except for Employee Stock Purchase Plan. Unused Vacation/PTO/Floating Holiday paid out where required by state law.
One to two weeks after your designated last day of employment	60-day pay equivalent Payment is subject to tax withholding at the bonus rate. No Deductions (unless required by agency for garnishments).
Approximately 45 to 60 days after your designated last day of employment	60-day benefits equivalent Payment is subject to tax withholding at the bonus rate. No Deductions (unless required by agency for garnishments).
Approximately 60 to 90 days after your designated last day of employment	Net cash severance payment (offset by 60-day pay equivalent above) Payment is subject to tax withholding at the bonus rate. No Deductions (unless required by agency for garnishments). To receive this payment you must return HPE's Waiver and Release Agreement in the specified timeframe.

Q: What if I find another position with HPE but receive my final paycheck? Do I have to pay it back?

If you accept a position with HPE before your scheduled last day of employment, due to timing issues you may still receive your final paycheck. If this happens, you are not required to return it or pay it back. Also, if your unused time off balances are paid out in your final paycheck, your balance will start at zero with your new position, and you will continue to be credited with time off each pay period going forward.

Q: What is the 60-day pay and benefits equivalent?

The 60-day pay and benefits equivalent is the estimated value of your base pay and certain HPE benefits that would have been provided to you if you had remained employed for another 60 days after your designated last day of employment. These payments are provided in the event workforce reductions are covered by the Worker Adjustment and Retraining Notification Act (WARN). *An example of how this payment is calculated was provided in your notification documents.*

Q: What is the 60-day benefits equivalent payment, how is it calculated and when can I expect to receive it?

The 60-day benefits equivalent payment is intended to provide approximately equivalent value for certain HPE benefits, as if you'd continued employment for an additional 60 days. It includes the value of most HPE-provided benefits such as medical and dental benefits, life and accident insurance, long-term disability coverage and the HPE 401(k) Plan match. You can expect to receive this payment approximately 45 to 60 days after your designated last day of employment.

Your payment may be made as two separate payments if your primary work location is in CA, IL, MA, MT or NE, or if you are a nonexempt employee supporting certain public sector contracts with the United States government or the District of Columbia. For more information, see the 60-Day Pay and Benefits Equivalent summary provided with your notification documentation.

Q: Will my severance benefit take into account the fact that I was eligible for a shift differential?

Yes, if you receive shift differential as part of your regular pay, the calculation of your severance benefit will take this into account.

Q: How is my severance benefit calculated if I am paid based on incentives?

In this case, your severance benefit will be calculated using your "on-target earnings" (OTE) as your "base pay." If you have questions about your sales compensation pay, and what constitutes your target earnings, please contact the Sales Compensation Support Center at: AmericasSalesCompOps@hpe.com for questions or assistance with your incentive compensation payments. ES sales compensation inquiries should be sent to the Support Team at salescompprocessing@hpe.com.

Q: I worked at Hewlett-Packard Company (HP) many years ago, left, and was re-hired a few years later. Why doesn't HPE count my prior HP service for purposes of the severance benefit calculation, when it's always been counted for other purposes, like vacation and service awards? Does it make a difference if I didn't receive severance pay when I left?

Under the terms of the WFR Plan, the severance calculation only takes into account your continuous service since your most recent hire or rehire date. It does not make a difference whether your prior termination was voluntary, or whether you received severance for any prior period of service.

Q: What if I don't agree with the severance calculation shown on the estimated severance statement (for example, my base pay, years of service, calculation etc.)? What if I think my "credited years of service" is not correct?

If you don't agree with the severance calculation shown on your estimated statement, please submit a [AskHR](#) case (accessible on the @HPE portal under "Employee links") and attach supporting material. If you have reached your last day of employment, please submit your case through the external [AskHR](#) support center.

PAYMENT OF SEVERANCE BENEFITS

Q: When am I eligible to receive the severance payment?

If you have not accepted another job with HPE by the end of the 60-day Preferential Rehire Period, you will then be eligible to receive the severance payment, provided you sign and do not revoke the required Waiver and Release Agreement as instructed in that agreement.

Q: How do I initiate payment of my severance benefit and is there a deadline?

To receive your cash severance payment, you must complete, sign and return the unaltered Waiver and Release Agreement, and not revoke it during the seven-day revocation period. The Release Agreement will be emailed to your personal email address or mailed to your home address two weeks after your designated last day of employment. Your signed agreement must be mailed to the address noted on the Release Agreement instructions within 60 days after your designated last day of employment.

Q: What is the purpose of the Waiver and Release Agreement?

You need to sign the Waiver and Release Agreement in order to get access to your severance benefits. When you sign the Agreement you agree to release any and all claims related to your employment, including your termination.

Q: What happens if I do not sign (or if I revoke) the Waiver and Release Agreement?

If you fail to sign, you alter, or you revoke the Waiver and Release Agreement, you will not receive your severance payment. If any part of the Waiver and Release Agreement is altered or changed, HPE cannot accept it. If you have questions regarding the Waiver and Release Agreement, please seek the advice of your personal legal counsel.

Q: What happens if I change my mind once I have signed and submitted the Waiver and Release Agreement to HPE?

You have up to seven calendar days after signing the Waiver and Release Agreement to revoke it. To revoke the Waiver and Release Agreement submitted to HPE, you should send an email with a letter to HPE, Attention: Workforce Management Plans, at HR_Global_Services_USA_WFM@hpe.com. In the letter you must clearly express your intent to revoke the Waiver and Release Agreement.

CAREER TRANSITION SERVICES

Q: Will HPE assist me in my job search?

Yes, HPE has engaged Lee Hecht Harrison (LHH), a career transition services firm, to provide career transition assistance to you. You will have access to a vast array of support, including one-on-one career coaching, personalized assistance with your resume, search strategies, networking and interview training. You will also have access to a career transition website, an easy intuitive resource available 24/7 with links to an array of job search tools and databases.

Q: How do I begin using the career transition services?

Starting the day after you have been notified, you may call LHH at 866-579-4891 to start using career transition services. A representative will work with you to determine the location and type of service that best meets your needs. To benefit from this opportunity, you must register and begin your services within 60 days after your designated last day of employment.

Q: How long will I have access to the career transition services?

Generally career transition services are available to you for four months.

FINANCIAL COUNSELING SERVICES

Q: Will HPE provide me with financial counseling?

Yes, HPE has partnered with Ayco, one of the nation's leading providers of comprehensive financial counseling services, to provide you with confidential assistance at no cost to you as you transition to the next phase of your career. Ayco can help you with a wide range of issues including general financial planning, debt management, cash flow planning, guidance on retirement and 401(k) accounts, college funding, taxes and insurance.

Q: How do I begin using the financial counseling service?

Starting 10 days after you have been notified, you may call Ayco at 866-942-2926 to start using financial counseling services. A financial coach will work with you to determine your individual needs and priorities and develop your personalized financial plan. With your permission, your spouse or partner can also access Ayco services.

Q: Will I have access to any online financial resources?

Yes, you can visit Ayco's online site, *Aycofn*®, at www.aycofn.com/hpe.afn where you'll be able to create a personalized financial dashboard, access modeling tools and calculators, and schedule an appointment with your financial coach.

Q: How long will I have access to the financial counseling resources?

You will have access to financial counseling resources starting 10 days after you have been notified through the date six months following your last day at HPE.

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ONLINE SKILL-DEVELOPMENT COURSES

Q: Will HPE provide me with online skill-development courses?

Yes, HPE has partnered with LearnNowOnline which offers an extensive library of courses in the areas of business fundamentals, infrastructure, IT, personal development and management.

Q: How do I access the online skill-development courses?

Register for no-cost access to the LearnNowOnline library at <https://developskills.na.crossknowledge.com/>. Courses are available 24/7 so that you can learn at your own pace and on your own schedule.

Q: How long will I have access to the online skill-development courses?

You will have access to the online skill-development courses for six months following your last day at HPE.

LOOKING FOR A NEW POSITION

This chart describes the job search process during your WFR Redeployment Period and after you leave HPE.

Timeframe	Approval required for hire/rehire	Tool you use to search/apply
2 week WFR Redeployment	Internal hiring policy applies	WFM@HPE, internal positions available
60 days after termination	Preferential Rehire Period No special approval required to rehire	WFM@HPE, internal positions available

Q: If I only have two-weeks after notification, how realistic is it that I can find a new position?

In addition to the two-week WFR Redeployment Period we provide so that you can begin your search for new career opportunities and transition your job responsibilities, you also have 60 days after you leave HPE (what we call the Preferential Rehire Period) during which you will have access to view and apply for internal positions within HPE, and there is no approval required to be rehired.

Q: How does the Internal Job Search program work during the two-week period?

Under the current guidelines, if you are part of the Workforce Reduction Plan you can be transferred to another job within HPE as long as you are eligible for internal transfer and the internal transfer occurs within your two-week WFR Redeployment Period. HPE's Career Transition Services provider, LHH, will provide you with resources that include an overview of the job search process, instructions, resources and templates for creating a compelling new resume, and instructions and resources to prepare you to interview for internal positions.

Q: Can an employee on "performance warning" apply for internal positions?

Employees on "performance warning" are not eligible to apply for internal positions without management approval.

Q: Am I eligible for rehire 60 days after my designated last day of employment?

In most cases you are not eligible for rehire after the 60-day Preferential Rehire Period has passed. For more information, please refer to the [U.S Rehire Restrictions Policy](#).

OTHER BENEFITS

Q: Where do I direct my questions about benefits?

You may refer to the contact list available on the Leaving HPE Benefit Website. The specific contact will be different for each benefit program (health benefits, 401K, stock options, etc.). The website is accessible on the @HPE portal or externally at www.leavinghpe.com (user name "leaving", password "HPE", both case sensitive). The table below includes some of the more common resources available to help.

Resource	Phone number
HPE Benefits Center COBRA/YSA/RMSA	844-537-5304
Fidelity – Retirement/401(k)	800-409-4015
Employee Assistance Program (EAP)	855-892-2392
Group Legal Services (ARAG)	800-762-3238
Life Insurance (Cigna)	800-423-1282
MetLife Long Term Care	800-438-6388
John Hancock Long Term Care	800-393-7294

Q: If I leave the company as a result of a workforce reduction initiative during the fiscal year am I eligible for a bonus?

If you leave the company in Q4 as part of the Workforce Reduction Plan, you are eligible to be considered for a Variable Pay Bonus (VPB) or Pay for Results (PfR) bonus. Both VPB and PfR are discretionary bonus programs, and even for active employees, bonuses are awarded based on management discretion. If you leave in Q1, Q2 or Q3 you will not be eligible for VPB or PfR bonus.

Q: What happens to my HPE performance-based restricted units?

You will receive a release of shares (if any) in connection with any performance-based restricted units (PRUs) you currently hold from HPE plans based on the actual performance results of those PRU programs at the end of the 3-year performance period. Any release of shares with respect to your PRU grants will be pro-rated based on your number of whole months of active service during the performance period of each program under which you hold a grant. If actual performance is below the minimum threshold, no shares will be released.

Q: What happens to my restricted stock awards or restricted stock units or long-term cash awards?

Any restricted stock awards (RSAs) or restricted stock units (RSUs) or long-term cash (LTC) awards granted under an HPE plan will be prorated based on the number of whole months worked during the vesting period. Restricted stock awards and restricted stock units assumed by HPE as a result of a merger or acquisition will follow the terms of the original award agreement.

Q: What happens to my stock options?

For vested stock options granted under an HPE plan you will have up to three months or the original expiration, if earlier, to exercise vested stock options. Unvested HPE stock options will be forfeited upon termination. This treatment also applies to Compaq plan options granted after May 2002 and EDS plan options granted after August 26, 2008. Incentive stock options and stock options assumed by HPE as a result of a merger or acquisition will follow the terms of the original award agreement.

Q: Who can I contact with equity questions or to obtain my equity award information?

You may view your current equity awards at Merrill Lynch at www.mybenefits.ml.com or you can call Merrill Lynch at 1-844-HPE-EQTY (1-844-473-3789). If you call, please mention that you will be leaving HPE and the date your employment will officially end. This will help the Merrill Lynch consultant answer your questions. For questions regarding the accelerated vesting period related to HPE's ES/Spin merge announcement, please submit a [AskHR](#) case (accessible on the @HPE portal under "Employee links"). If you have reached your last day of employment, please submit your case through the external [AskHR](#) support center.

Q: Will I see any adjustments to my equity awards online before my termination date? What about after my designated last day of employment?

The Merrill Lynch website will not show adjustments to your award(s) as a result of the termination of your employment with HPE until after you leave. For example, any changes to your post-termination exercise period cannot be updated until after you have left HPE. After you have left HPE, the Merrill Lynch website will be updated to reflect any changes relating to the termination of your employment.

Q: When I leave HPE, what happens to the contributions I have made to the Employee Stock Purchase Plan for the current offering period?

If the date you leave HPE is before the purchase date at the end of each October and April, any contributions made

to the ESPP will be refunded to you, and no stock will be purchased.

Q: What happens to stock that I've already purchased through the ESPP?

The shares you have purchased through the ESPP will remain in your account at Fidelity until you sell them or transfer them to another broker. You may continue to hold your HPE Shares in your Fidelity account as long as you wish.

Q: What is the Employee Assistance Program?

If you experience stress, financial concerns or personal or family relationship issues, the Employee Assistance Program (EAP) can provide confidential assessments, short-term counseling, and referral services for you and your eligible dependents. The EAP provides up to eight sessions per calendar year at no cost to you. You can reach OptumHealth (HPE's EAP vendor) at 1-855-892-2392 or on the web at www.liveandworkwell.com, using the access code: HPE. This benefit is available 24 hours a day, 7 days a week, 365 days a year. EAP benefits are available for up to 90 days from the end of the month in which you employment with HPE ends.

Q: When will my HPE medical, dental and vision benefits end?

Benefits end at midnight on the day your employment with HPE terminates, with the exception of the Employee Assistance Program (see above). In general, you may continue your same medical, dental and/or vision plans under COBRA, as long as you enroll within the 60-day election period. Please refer to the Leaving HPE Benefits website for more information.

Q: Can I use vacation time during my two-week WFR Redeployment Period?

You should work with your manager regarding your vacation options during the two-week WFR Redeployment Period based on HPE policy.

Q: What happens to my unused Vacation Buy Program time that I purchased?

Unused vacation buy program hours that you purchased before you leave the company will be reimbursed to you shortly after you leave HPE.

Q: What happens to my unused vacation hours or Paid Time Off (PTO)?

Per HPE's vacation and PTO policies, unused vacation or PTO balances are not paid out if you leave HPE, except where required by state law. Unless your primary work location is in California, Illinois, Massachusetts, Montana, or Nebraska, all unused vacation or PTO will be forfeited at the time of your separation. If you have used more vacation time than has been credited, the excess hours will be deducted from your final earnings where permitted by law.

The portion of your current-year vacation that has been credited will be determined pro rata based upon the number of pay periods prior to your status change. For additional information, please refer to the Time off benefits section on the on the [U.S. Benefits InfoCenter](#).

Q: Can I use my unused vacation to extend my termination date?

No, you may not use vacation to extend your termination date.

Q: What happens to my unused floating holidays?

Unused floating holidays are not paid out except where required by state law (currently limited to California, Illinois, Massachusetts, Montana, and Nebraska).

Q: What happens to my unused Alternative Work Schedule (AWS) Holiday bank?

Unused AWS Holiday bank hours will be paid out on your final paycheck upon termination where required by state law (currently limited to California, Illinois, Massachusetts, Montana, and Nebraska).

RETURNING TO WORK

Q: Are there any restrictions on my ability to return to work at HPE as an employee or contractor after my designated last day of employment?

For 60 days following your designated last day of employment under this Plan, there is no special approval required to be rehired by the company. This is what we refer to as the Preferential Rehire Period. You may also apply for internal positions on the [Workforce Management](#) website. After this 60-day period, you are ineligible for rehiring (For more information, please refer to the [U.S. Rehiring Restrictions Policy](#).) Additionally, former employees who left under a severance agreement or enhanced early retirement, workforce reduction or similar circumstances (e.g., MSA or ETA) are not eligible to return to HPE as an agency contractor.

Q: If I receive my 60-day pay and benefits equivalent payments and then am rehired by HPE, am I required to repay this amount?

No, if you are rehired by HPE after your employment is terminated but within the 60-day Preferential Rehire Period, you are not required to return the 60-day Pay and Benefits equivalent payments.

MISCELLANEOUS QUESTIONS

Q: What do I need to do if I have a visa which was sponsored by HPE?

Please refer to the Workforce Management information located on the [AMS Talent Acquisition Immigration](#) website. If you have additional questions or require further assistance, please contact Liz Jordan in the Immigration Department at 1- 972-605-0399 or Liz.Jordan@hpe.com.

Q: What if I am eligible for retirement, do I need to do anything special?

If you are notified under the WFR Plan but would otherwise have been eligible for retirement, you will automatically be coded in our HR database as a retiree. You will generally qualify as a retiree if you leave HPE at age 55 or older with at least 10 years of qualifying service. **To receive “retirement treatment” on equity awards, you must be age 55 with 15 years of qualifying service or age 55 with at least 70 age-plus-service “points”.** To receive “retirement treatment” for retiree medical benefits, you can also qualify as a retiree if you have at least 80 age-plus-service “points.”

For complete details about what happens to your benefits if you qualify as a retiree and the steps you need to take to access your benefits, access the [Leaving/Retiring from HPE](#) website with user name "leaving" and password "HPE" (both case sensitive).

Q: What if I believe that I am incorrectly denied a benefit, or believe that I am due a greater benefit than the benefit I received under the Plan?

As an HPE employee, if you believe you should receive a benefit other than the benefit you received, or the benefit calculated on your estimated severance statement, you can make an appeal. Please refer to the Summary Plan Description, **Claims Information** section, for an explanation of the Plan’s claims and appeal procedure.

Q: Is there an escalation process if I think I was unfairly selected for WFR?

The selection decisions are considered final. If you believe the decision to include you in the Workforce Reduction Plan involved a violation of HPE policy, you may submit a signed statement detailing all facts and documentation supporting your belief. The statement should also include your employee number and a method of contacting you for further information (personal email and telephone number). Please create a [AskHR](#) case (accessible on the @HPE portal under “Employee links”) and attach supporting material. If you are a former employee, please submit your questions through the external [AskHR](#) support center.

Q: How soon can I file for unemployment benefits?

You may apply for unemployment benefits in the week following the termination of your employment. The applicable state employment agency will determine your eligibility for unemployment benefits. HPE is not in a position to advise if you are eligible for benefits, as this is a case-by-case decision made by each State’s agency.

Q: Will HPE provide me with references for future employment?

HPE respects and is committed to protecting the personal information of our employees. For this reason, we only provide neutral references in response to any external inquiries for a reference.

If you need your HPE dates of employment and job title verified, you can visit the external [AskHR](#) support center and select “Employment Verification.”

Q: How can I obtain copies of my past earnings statements?

Payroll support for active employees has moved to [AskHR](#). Please visit to [AskHR](#) submit a case or you may also choose to chat live with an agent during posted business hours.

If you are an employee on leave or a former employee, please send an email to payroll.usa.inactiveeee@hpe.com and provide your full name, employee ID and contact details for faster resolution of your payroll inquiry.