



## LATAM Adobe Exit Information Employee Frequently Asked Questions

### **How will I receive my Proprietary Rights Assignment Agreement?**

A copy of Adobe's Employee Inventions and Proprietary Rights Assignment Agreement will be emailed to your Adobe email address prior to your end date.

### **What if I did not receive a copy of my Proprietary Rights Assignment Agreement?**

Please contact the Employee Resource Center for a copy of your Proprietary Rights Assignment Agreement at [ERC@adobe.com](mailto:ERC@adobe.com) or call 408-536-4357 (6-HELP).

### **Besides my laptop and other equipment, what else should I return on my last day worked to my manager?**

You must return all proprietary information and company property including, but not limited to, your photo ID badge, office keys, furniture keys and card keys. Please securely destroy all company issued credit or procurement cards.

### **What if my manager and I are not located in the same office?**

Please work with your manager to assign a local designee regarding return of assets. If you are a remote employee who is located in an office without the above staff, utilize a professional packing service (e.g., FedEx, UPS) and ship items back to your manager's attention within one week of your last day worked. You may submit any expenses incurred for shipping costs using the [Manual Expense Report](#) form.

### **When is the latest I can order any final Adobe software?**

We recommend for you to make any final Adobe software purchases 3 weeks prior to your end date. However, you can order up until your end date, but we cannot guarantee that it will be shipped to your Adobe office address. You may purchase Adobe software through your end date by visiting [Adobe's Employee Purchase Program website](#).

### **What do I do with my company issued mobile phone?**

You are allowed to keep your company issued mobile phone. If you want to keep your mobile phone number contact *Calero* (Adobe Mobile Helpdesk) at 1-877-366-4267 to initiate the process prior to your last day worked. For additional questions, please email: [mobility@adobe.com](mailto:mobility@adobe.com). If you do not want to keep your company issued phone, please return it to your manager.

### **What should I do about previously taken PTO?**

Submit your Paid Time Off by going to [Workday](#) > Time Off and Leave for any PTO taken prior to your end date. Any unused PTO will be paid out on your final paycheck.

### **If I move and change addresses, who do I contact to inform of the change?**

Prior to your termination date, confirm your address is correct in the Personal Information worklet of [Workday](#). If you need to change your address after your last day, please email the updated address and effective date to [ERC@adobe.com](mailto:ERC@adobe.com).

**What will happen to my Adobe services account?**

If you have an Adobe services account tied to your Adobe email address (such as Creative Cloud Membership), that email will become deactivated on your last day on site. You must change the associated email prior to your exit to ensure that you have continued access to the account and the content that you have stored in it. The right to use any upgraded or paid services that are enabled because of your Adobe employment will end as of your end date unless you arrange for a separate enrollment and provide the appropriate payment.

You must also ensure that you do not maintain any confidential or proprietary Adobe information in any such accounts after your end date. To make the change to the linked email, you should refer to <https://helpx.adobe.com/x-productkb/global/adobe-id-account-change.html>.

**How can I access my previous pay stubs?**

Please send your request to the Employee Resource Center at [erc@adobe.com](mailto:erc@adobe.com). Ensure you have listed the exact dates for the pay stubs needed and they can be retrieved from the payroll provider.

**Who should be contacted for verification of employment?**

For your verification of employment please contact the Employee Resource Center at 408- 536-4357 and follow the prompts; or, via email at [erc@adobe.com](mailto:erc@adobe.com).

**What information does Adobe provide when contacted for employment verification or reference?**

For validated verbal verifications, Adobe verifies dates of employment and job title. For validated written verifications, we verify salary in addition to dates of employment and job title.

**Where can I learn more about what will happen to my health benefits and perks?**

If you are located in Brazil or Mexico, please visit <https://benefits.adobe.com/>. For all other LATAM countries, please contact the ERC by email: [erc@adobe.com](mailto:erc@adobe.com) or call 408-536-4357 if you have questions about your health benefits.

**What should I do if I have a balance on my meal voucher card?**

You can keep any unused balance and it will be available for up to 90 days after the last recharge. After 90 days the card is canceled automatically.

**What will happen to my Stock Options/Restricted Stock Units?**

**Stock Options:** Any vested stock options will expire if not exercised by the last date to exercise. The last day to exercise can be found by logging into your E\*TRADE account. If your last date to exercise falls on a weekend or non-trading NASDAQ holiday the transaction must be completed before market close on the last trading day prior to your expiration date.

**Restricted Stock Units:** Any un-vested Restricted Stock Units are immediately canceled as of your end date. Any vested shares that have already been released to you are yours to keep.

Log into your E\*TRADE account to view your account and take any necessary action. You may contact [Equity@adobe.com](mailto:Equity@adobe.com) with additional questions.

E\*TRADE [www.etrade.com](http://www.etrade.com)  
E\*TRADE Employee Stock Plans 1-800-838-0908  
Outside the US & Canada 1-650-599-0125

**Additional Questions?**

Please contact the Adobe Employee Resource Center by email at [erc@adobe.com](mailto:erc@adobe.com) or call 408-536-4357.