

# Adobe Intern Action Vanguard Account

	Break in Service	Action Taken While Intern	Next Steps	Auto Enrollment Y/N	Workday Action
<b>New Intern Hired by Adobe</b>	—	—	Intern will need to take affirmative action to enroll in the Plan if they want to participate.	No	INTERN indicator in the payroll code
<b>Intern Converts to regular Employee</b>	No break	<b>Proactively</b> enrolled in Plan while intern	Employee is not required to take any action unless they desire changes to their deferral percentage or allocations	No	Clear out or blank payroll code
<b>Intern Converts to regular Employee</b>	No break	<b>Proactively</b> enrolled in Plan while intern, subsequently <b>decreased deferral</b> percent to zero	Employee will need to take action to update deferral percent to participant in Plan	No	Clear out or blank payroll code
<b>Intern Converts to regular Employee</b>	No break	<b>None</b> —employee did <b>NOT enroll</b> in the Plan	Employee will follow auto enrollment process or have the option to take action and enroll early during window (or opt out)	Yes	Clear out or blank payroll code
<b>Intern Terminates—rehired as regular Employee</b>	Yes	<b>Proactively</b> enrolled in Plan while intern	Employee will follow auto enrollment process or have the option to take action and enroll early during window (or opt out)	Yes	Clear out or blank payroll code
<b>Intern Terminates—rehired as regular Employee</b>	Yes	<b>Proactively</b> enrolled in Plan while intern, subsequently <b>decreased deferral</b> percent to zero	Employee will follow auto enrollment process or have the option to take action and enroll early during window (or opt out)	Yes	Clear out or blank payroll code
<b>Intern Terminates—rehired as regular Employee</b>	Yes	<b>None</b> —employee did <b>NOT enroll</b> in the Plan	Employee will follow auto enrollment process or have the option to take action and enroll early during window (or opt out)	Yes	Clear out or blank payroll code
<b>Intern Terminated—rehired as Intern again</b>	Yes	<b>Any</b>	Intern will need to take affirmative action to participant in the Plan	No	INTERN indicator in the payroll code