



February 2026, HR Newsletter



Just Checking In!

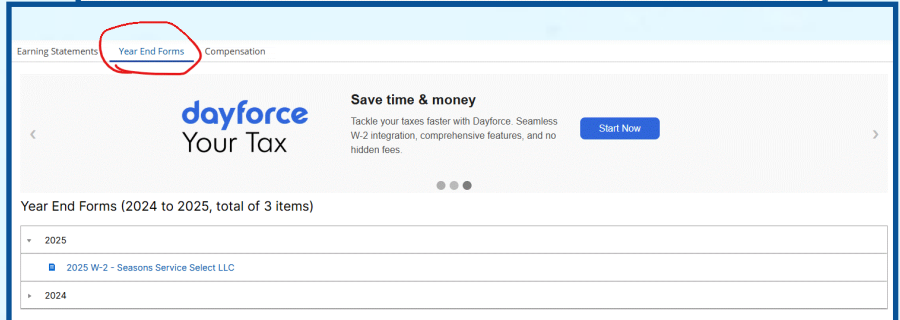
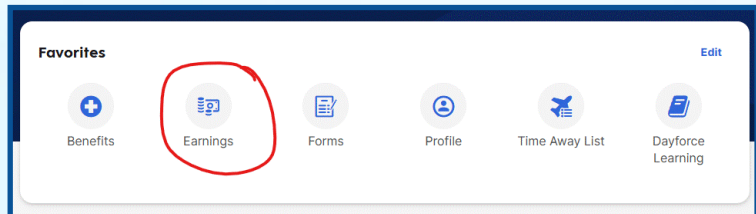
We wanted to take a moment to say hello, see how you're doing, and share some upcoming changes on the horizon. As always, if you have any questions, feel free to reach out to hr@down2earthinc.com — we're here to support you!

2025 W2's and 1095's Are Now Available Online

2025 W2's and 1095's are now available to view on Dayforce and W2's have also been mailed to employee homes.

To view your W2's and 1096 you must be using the "Employee with WFM" role. These are the steps to follow:

- Click on "Earnings" under the favorites section or go to the menu at the top left and select "Earnings".
- Click on the "Year End Forms" tab to view any available forms.
- Click on the form you need and download to print as needed.

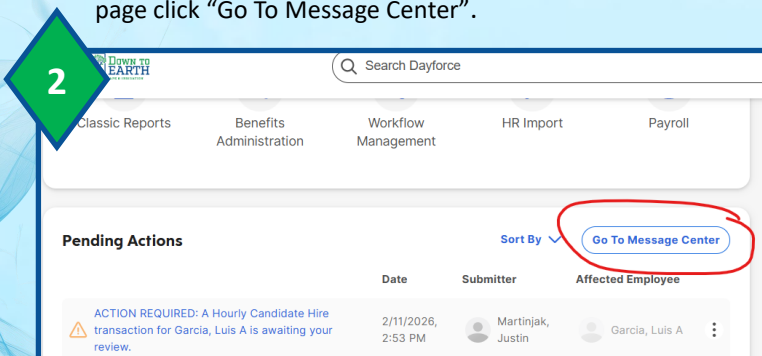
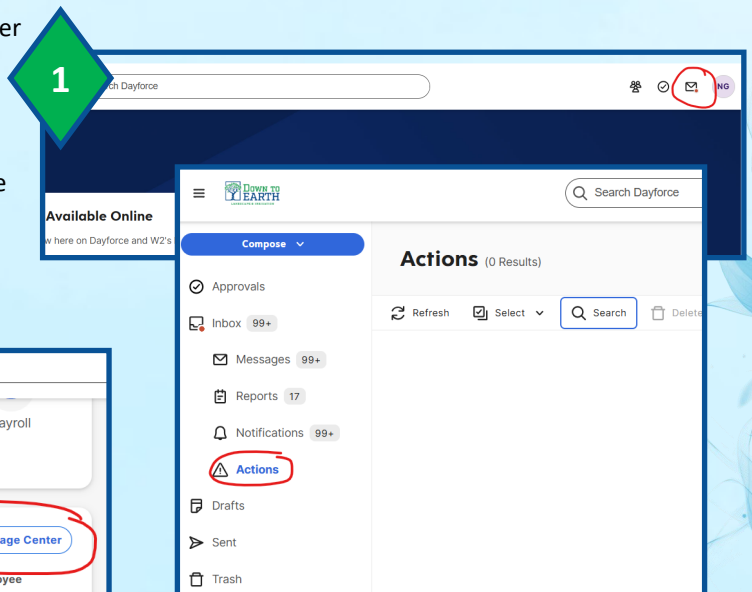


Managing PTO in Dayforce

Are you looking to approve or deny a request for time away from work for one of your direct reports? Dayforce does not show the "Time Off Request" and "Time Off Cancellation" forms in the pending actions list.

Dayforce shows any pending actions in the "Actions" tab under the message center and there are two ways to access the message center in Dayforce:

1. Click on the "✉" mail icon at the top right of the home screen and go to "Actions" in the menu on the left.
2. Under the "Pending Actions" section on the home page click "Go To Message Center".





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DTE I Care

Did you know we have the DTE I Care fund to help our valued team members during times of personal crisis. This fund is made of donations from team members and contributions from the company. The types of grants available are:

Home Catastrophe / Natural Disaster

An employee's home is destroyed or rendered unlivable by a natural disaster.

Donation Matching Grant

For personal catastrophe that does not meet the eligible grant criteria and co-workers have raised funds to help the employee.

Funeral Expense

To help an employee who is financially responsible for the funeral expenses of an immediate family member, or in the case of the death of an employee, to help their immediate family member who is responsible for paying the funeral expense.

TO APPLY: Fill out a deduction form and email the form to icare@down2earthinc.com

TO DONATE: Send an email to icare@down2earthinc.com

FOR DETAILS: Visit <https://debenefits.com/dte-i-care>

New Payroll Memo for Overtime and Tips

The One Big Beautiful Bill Act (OBBBA), effective 2025-2028, provides tax deductions for eligible tips (up to \$25,000) and premium overtime pay (up to \$12,500) and requires specific reporting. To be compliant with OBBBA, Down to Earth added new memo codes to our paychecks to track overtime and tips. These amounts appear in the memo section of your paystubs and are notifications of amounts but do not impact your pay directly.

The codes on paychecks will appear as follows:

- **TIPS:** All tips and gratuity will be summed under the memo code "Qualified Tips".
- **OVERTIME:** All overtime hours and the overtime portion of pay (the half of time and a half) will be summed under the memo code "OT 0.5 Memo".

At year end these memos are used to populate your W2 with the values you need to file your taxes. All overtime and tips for 2025, were calculated and reported on your 2025 W2s under box 14 as codes "Qual Tip" and "Qual OT". Beginning in 2026 these values will appear under box 12 on your W2. For additional help on filing taxes with this information please contact a tax professional.



Happy Anniversary

We'd like to wish a happy anniversary to our HR team members:

Elsa Escalera — 9 Years
Gemma Naiken — 5 Years



Until Next Time

Let us know if there's a specific topic you'd like information on and we'll include it in our next HR newsletter.

Send ideas to hr@down2earthinc.com