



November 2025, HR Newsletter



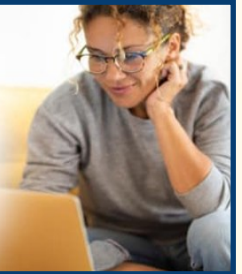
Just Checking In!

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!

Open Enrollment Is Happening November 13th-24th

You will have the opportunity to review your current benefit coverages and make any necessary changes for the 2026 year during this year's open enrollment. To learn more about the Down to Earth benefits and explore what's available to you, you can always access our benefit plan information by visiting www.dtebenefits.com! Updated guides for the 2026 plan year will be posted for the start of open enrollment.

Prepare now for
**2025 Open
Enrollment**



What you need to know for this year's open enrollment...

- This is a passive enrollment meaning that your coverages will automatically continue for the new plan year (**Note: due to Aetna leaving the marketplace, all employees enrolled in an Aetna medical plan must choose a new plan through SureCo to continue medical coverage**)
- Health Savings Accounts are required by law to be re-elected annually - you must take action on this plan to remain enrolled.
- All medical coverages must be elected through the SureCo Marketplace and cost is based on location and age of those being covered.
- Two informational webinars will be held this year to answer questions—email benefits@down2earthinc.com for more info.



Getting Ready for Year End Tax Forms

In accordance with IRS regulations, the Down to Earth HR team is working hard to ensure the timely and accurate production of our 2025 W2's and 1095's in January 2026. To ensure timely delivery to employees' addresses we are asking that all employees review their home mailing address in Dayforce before the end of 2025 and update as necessary.

Your contact information can be reviewed under your profile on the Dayforce website (<https://www.dayforcehcm.com>) by navigating to the profile section from the menu found under the three lines in the top left of the screen. Your home address impacts your taxes and benefits offering so you must complete a form to update it in Dayforce. You can complete the form by

following these steps:

- On the home page scroll to the **"Favorites"** section and select **"Forms"**; or
- Go to the three lines in the top left and select **Profile** then select **"Forms"** from the profile page
- Scroll down to the personal forms section and choose the **"Address DTE"** form
- Click **"Add"** to get a new address row (you cannot change or delete the existing address for historical purposes)
- Enter the information across the form as needed for your new address
- Use the current date as the start date of the new address
- Check off **"Payroll Mailing"** and **"Display on Tax Forms"** to ensure your forms are mailed to the new address
- Click **"Submit"**

Once you complete the form it is automatically sent to HR who will ensure that your update is added to the system and any impacts to taxes or benefits are done correctly.



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Working Advantage Perks

You can unlock exclusive Black Friday and Cyber Monday savings on premium electronics, as well as saving on meal kits and groceries at great prices, with the Down to Earth Discount Marketplace offered by Working Advantage.

Interested in exploring these and other perks? Just visit <https://downtoearth.savings.workingadvantage.com/home> to register and start saving!

HIGHLIGHTED OFFERS

 Lenovo Computers Save up to 30% on top Lenovo tech	 HelloFresh Get 50% off 1st box with free shipping + 10% off the next 8 boxes + Free ad...	 Sam's Club Limited Time Offer: Join the Club for just \$15 – Save 70% on your new...
 Apple Exclusive employee savings on select products	 Logitech Exclusive: Get up to 25% off + Free shipping on \$29+	 Canon Save up to an additional 7% on Canon products

Managing Your Paid Time Off (PTO)

Full time Down to Earth employees are eligible for Paid Time Off (PTO) as part of their employee benefits. Your PTO bank will reset annually on January 1st and requests to use time off should be entered in Dayforce by employees to be approved by their managers before time off is taken. Time off can be requested through the Dayforce website or app and when completing your request you must use the **“Employee with WFM”** role to login.

- In the **Dayforce app**:
 - Click the three lines at the top left to show the menu
 - Choose **“Time Away”**
 - Click **“New Request”**
- In the **Dayforce website**:
 - On the home page scroll to the **“Favorites”** section and select **“Time Away List”**; or
 - Go to the three lines in the top left and select **Work > Time Away List**.
 - Click **“Request New Time Off”**

In either instance complete your time off request with the following steps...

- Select the reason as **“PTO”**
- Select the dates you are requesting to be off
- Select the amount of time you need **“All-day”** or **“Partial-day”** (It will use your assigned daily hours - 8 or 10)
- You can also enter a comment or additional information if you choose
- Complete the form and click **“Submit”**

After you submit a time away from work request, Dayforce sends it to your manager for review and approval. When it’s approved, Dayforce marks this time on the calendar your manager uses to create schedules. That way, your manager knows to schedule you around your time away from work. In you time away list, approved requests will show with a **“✓”**, rejected requests will show with a **“X”**, and pending requests will show with an **“○”** until your manager takes action.

To cancel your time away, expand the request in the list and click **Cancel Request**.



In observance of the Thanksgiving holiday, Down to Earth offices will be closed on Thursday, November 27th and Friday, November 28th.

The Down to Earth HR team is thankful for all our team members near and far. We hope that you and your families have a safe and happy holiday season.



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