



NEED TO KNOW: CCL FAMILY EDITION

October 15th, 2025

We're settling into life with CCL!

Now that benefits have gone live and we've been fully integrated with CCL 🎉, here's what's next:

- ❤️ 401(k) enrollment is now open
- ❤️ Open Enrollment coming in November
- ❤️ Proof of Eligibility Documentation Due
- ❤️ Updates in CSG Connect

BENEFITS UPDATES

FOR ALL FULL-TIME TEAM MEMBERS:

Proof of Eligibility is Due Within 30 Days

If your recent benefits enrollment required proof of eligibility (for you or a family member):

- You have **30 days from your enrollment date** to upload the required documentation into bswift.
- Missing documents could affect your coverage, so submit them on time!



401(k) Enrollment Is Now Open

You should have received a notification in the mail inviting you to **enroll in the Compass 401(k) plan**.

Here's what to do next:

- [Enroll now](#) if you want to participate.
- Register as a new user if you don't already have a login.
- Need help? Visit the [Registration FAQs](#) for setup instructions.

Open Enrollment Coming in November

Now that we're on the Compass Group timeline, you'll participate in the **annual Open Enrollment** process.

What to expect:

- Watch for Open Enrollment details to arrive in your mailbox. You will also receive an email notification if one was provided.
- You'll **need to re-enroll** to keep your benefits for 2026.
- Your current choices will carry over, making updates easier.
- You'll have a chance to make changes if needed.

More information is coming soon!

Need Help with Benefits?

We went live on Compass Benefits as of 10/1/2025. If they have any questions or need additional support, please contact the Benefits Hotline at **877-311-4747** (available Monday–Friday, 8:00 AM–7:00 PM EST).

PROCESS UPDATE

FOR ALL MANAGERS:

Upcoming Change to Employment Status Changes

As of September 21, the way employment status changes are handled has been updated.

Managers will no longer manually move team members between full-time and part-time status. Instead, this process will now be automatically reviewed and completed once per year by Compass Group.

This change ensures greater consistency across all locations and helps streamline how employment status updates are managed going forward.

Internal Use Only.

Thank you for your patience and understanding as we go through this exciting integration together!