



A message from the Benefits Communication Team

# Navigating 1/1 Season & Daylight Savings!

As we tackle overflowing inboxes, while figuring out which clocks auto-adjusted (and which didn't!), one thing remains crystal clear – you're absolutely crushing it! So, grab that morning coffee (whenever morning is now) and check out these helpful resources below.



## What's New?

**Help Us Help You!** Before sending edit requests our way, try handling straightforward changes like date or text updates. We're in peak season, which means longer turnaround times. When you tackle these simpler edits, it helps us focus on more complex client needs—meaning faster support when you really need us. If you plan on using our team for all edits, please set realistic client expectations—*same-day turnarounds should never be promised to a client*. Our [Internal Resources](#) section in the Comm Hub has helpful FAQs and tutorials to guide you!

**New Topic Template** – We've added a new flyer to our Additional Topic Templates: [Medical Plan - Find a Network Provider Flyer](#)

**Zywave Materials** – Please share the following links with clients, or sift through the O:Drive ([O:\Benefits\Shared\Communications\zywave monthly materials\2024](#)) to forward items most relevant to your clients.

- Employee-Facing: [bit.ly/In-comm-ingZywaveEE](https://bit.ly/In-comm-ingZywaveEE)
- Employer-Facing: [bit.ly/In-comm-ingZywaveER](https://bit.ly/In-comm-ingZywaveER)
- Monthly Zywave: [bit.ly/In-comm-ingZywaveM](https://bit.ly/In-comm-ingZywaveM)
- Annual Zywave: [bit.ly/In-comm-ingZywaveA](https://bit.ly/In-comm-ingZywaveA)



## Send Us Your Best Work!

If you have anything related to communications (print/digital materials, language, designs, etc.) that have worked well for your client(s), we want to de-brand and make these available for the whole team. [Submit a request](#) or email us at [BenefitsCommunicationTeam@cb-sisco.com](mailto:BenefitsCommunicationTeam@cb-sisco.com).



## Did You Know?

You can make [table formatting](#) in Word a breeze! Leverage alignment and style features for a sleek, professional appearance without the extra effort.



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