



# Welcome to Travelport

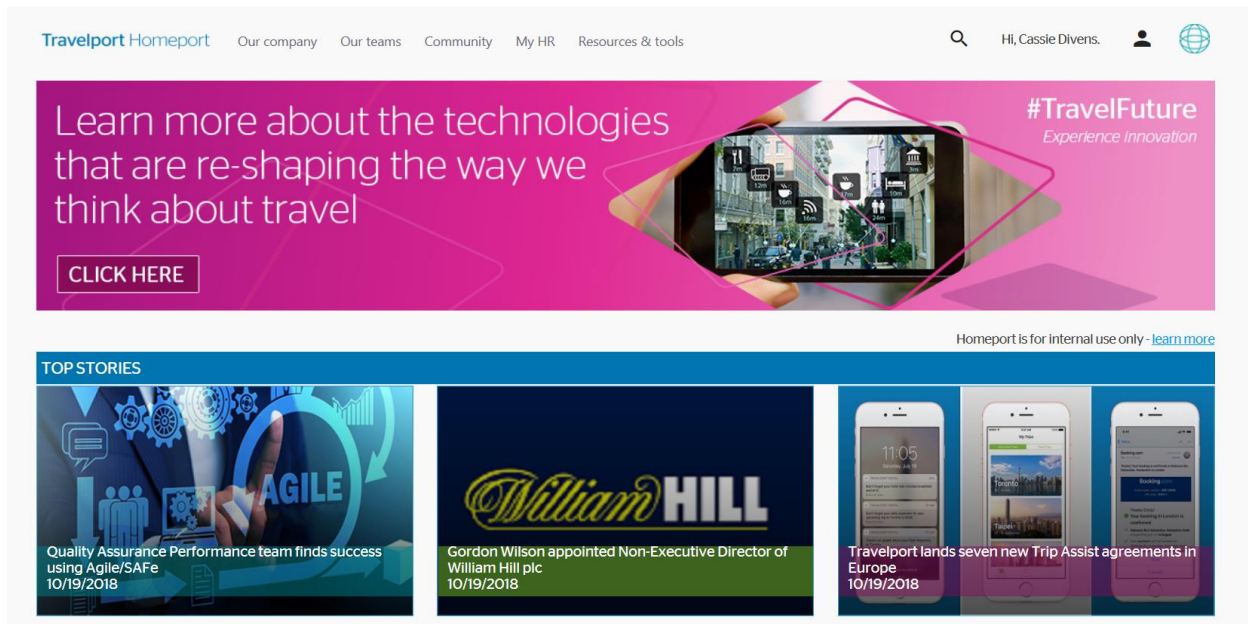
Useful Information

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## COMPANY INTRANET SITE – HOMEPORT

Homeport is Travelport’s intranet site that provides a launch pad to all the information about the company.



On Homeport you will find:

### Landing Page

- Top Stories
- Company updates
- Single sign on links
  - MyLearning and Performance Enablement
  - Onboarding Portal
  - ADP
  - Benefits
  - Service Now

### My HR

My HR is the “One Stop Shop” for any HR related information.

## CONTACTS

### Internal

Human Resources	<a href="mailto:hrglobalsupport@travelport.com">hrglobalsupport@travelport.com</a>
Payroll	<a href="mailto:payroll-us@travelport.com">payroll-us@travelport.com</a>
Benefits	<a href="mailto:benefits-us@travelport.com">benefits-us@travelport.com</a>
401K	<a href="mailto:retirementplans-us@travelport.com">retirementplans-us@travelport.com</a>
Corporate Travel and Expense Card	<a href="mailto:ccard.admin@travelport.com">ccard.admin@travelport.com</a>
Purchase (PO) Card	<a href="mailto:pcard.admin@travelport.com">pcard.admin@travelport.com</a>
Expense Reporting	<a href="mailto:T&amp;EUS.travelport@travelport.com">T&amp;EUS.travelport@travelport.com</a>

### External

#### Travelport Benefit Service Center

**Email:** [TravelportBenefits@bswift.com](mailto:TravelportBenefits@bswift.com)

**URL:** [www.mytravelportbenefits.bswift.com](http://www.mytravelportbenefits.bswift.com)

**Phone:** (844) 611-TBSC | (844) 611-8272

**Hours:** 7 AM - 7 PM CST, Monday - Friday

**Fax:** (844) 271-6178

#### Travelport 401k Plan (Fidelity)

**URL:** [www.401k.com](http://www.401k.com)

**Phone:** (866) 522-4015

## ULTIPRO PAYROLL

### Online Self Service

All employees must register with UltiPro Self Service within the first week of employment. This site will allow you to do things such as view and print your paycheck stubs, view and print your W2s, sign up for direct deposit, and change your tax withholding allowances (married, single, number of dependents, etc.). Each employee is responsible for updating their own information. You can access UltiPro through Homeport's single sign on, or via the URL link below.

### Paid Time Off (PTO)

All absence requests are entered in UltiPro under the Workforce Management tab. Please refer to page 14 of the UltiPro Self-Service User Guide for step by step instructions. If you have questions or need assistance, please reach out to the Payroll team at [payroll-us@travelport.com](mailto:payroll-us@travelport.com).

#### URL:

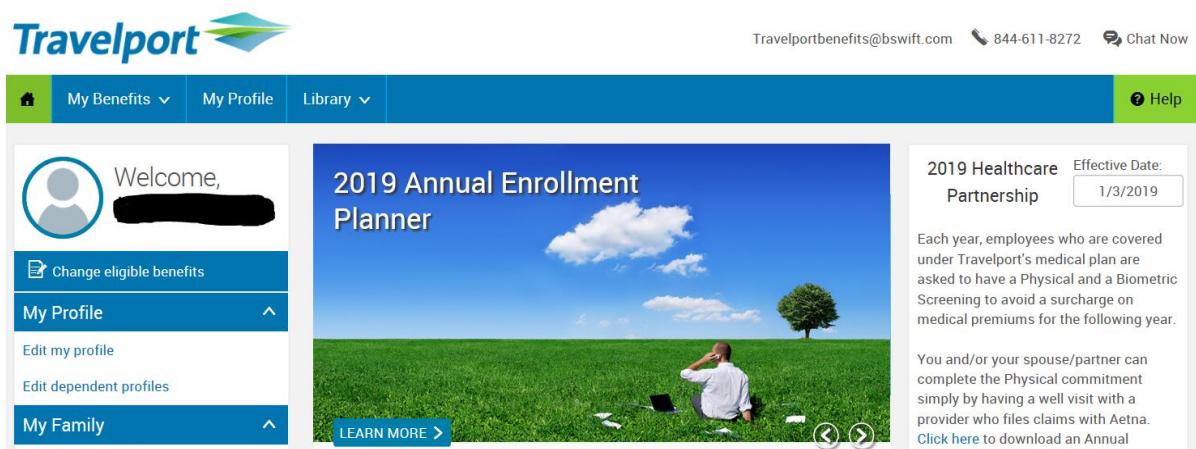
<https://federation.travelport.com/affwebservices/public/saml2sso?SPID=http://efs.ultipro.com/adfs/services/trust>



## WELCOME TO YOUR BENEFITS

Within your first week at Travelport, you will receive your login details directly from Travelport Benefits ([travelportbenefits@bswift.com](mailto:travelportbenefits@bswift.com)).

Once you have logged in, your landing page will look like this:



You can also access the Benefits portal via single sign on in Homeport.

The Travelport Benefits tool allows you to join all the benefits including medical, dental, vision, and basic employee life. It is your responsibility to join the plans online- they are not automated.

You must complete your benefit enrollment within 30 days after your hire date. Otherwise, you will not be able to enroll until the next open enrollment, unless you experience a qualified life event. Please note the schedule below:

Employee Start Month	Login Communicated	Benefits Effective
January or February 1 <sup>st</sup>	By the end of first week	February 1, 2019
February or March 1 <sup>st</sup>	By the end of first week	March 1, 2019
March or April 1 <sup>st</sup>	By the end of first week	April 1, 2019
April or May 1 <sup>st</sup>	By the end of first week	May 1, 2019
May or June 1 <sup>st</sup>	By the end of first week	June 1, 2019
June or July 1 <sup>st</sup>	By the end of first week	July 1, 2019
July or August 1 <sup>st</sup>	By the end of first week	August 1, 2019
August or September 1 <sup>st</sup>	By the end of first week	September 1, 2019
September or October 1 <sup>st</sup>	By the end of first week	October 1, 2019
October or November 1 <sup>st</sup>	By the end of first week	November 1, 2019
November or December 1 <sup>st</sup>	By the end of first week	December 1, 2019
December or January 1 <sup>st</sup>	By the end of first week	January 1, 2020

## 401K ENROLLMENT



**Eligibility:** All full-time employees become eligible for the plan on their date of hire.

**Auto enrollment:** You will be automatically enrolled to contribute 3% of your eligible pay on a pre-tax basis unless you opt out or make a contribution election within 30 days after your hire date.

**Company match:** The total of your pre-tax and Roth 401k contributions are matched dollar for dollar, up to 6% of your eligible pay. So, if you contribute 6% of pay or more each year, you will get the maximum 6% Company match.

**Enroll:** [www.401k.com](http://www.401k.com)

## ORACLE LOGIN

Oracle is the main system used for HR record keeping. Please log in to make sure that your personal details (date of birth, social security number and address) are correct.

**URL:** [https://ebusinessprod.travelport.com/OA\\_HTML/AppsLocalLogin.jsp](https://ebusinessprod.travelport.com/OA_HTML/AppsLocalLogin.jsp)

**Username:** Your WWID

**Password:** Date of Birth in format YYYYMMDD

\*You must be in a Travelport office or connected via VPN in order to log in.\*

A screenshot of the Oracle login form. It has a dark blue background. The form is white and contains the following elements: a label "WWID" above a text input field; a label "Password" above a text input field; two buttons labeled "Login" and "Cancel"; a link "Password Reset"; a link "Register here"; a label "Accessibility" above a dropdown menu with "None" selected; and a label "Language" above a dropdown menu with "English" selected.

## BUSINESS TRAVEL ASSISTANCE

Our travel assistance providers are Anvil/Healix. Employees can call +44(0) 20 3667 2795 for emergency situations. This number is accessible 24/7 anywhere in the world and can be used for medical/safety issues.

**URL:** <http://travelport.anvilgroup.com> ; Membership ID: 11BCPA000134

## EMPLOYEE DISCOUNTS

Within your first month, you will receive an email from **Travelport (US) Perks at Work** (formerly Blackstone Marketplace). Perks at Work is an employee savings program for Travelport employees!

**URL:** <http://www.perksatwork.com>

## IT ASSISTANCE

Any IT helpdesk questions should be directed through Service Now. This should be set up on your single sign on application through Homeport.

