



# Welcome to Denver

HR & Facilities

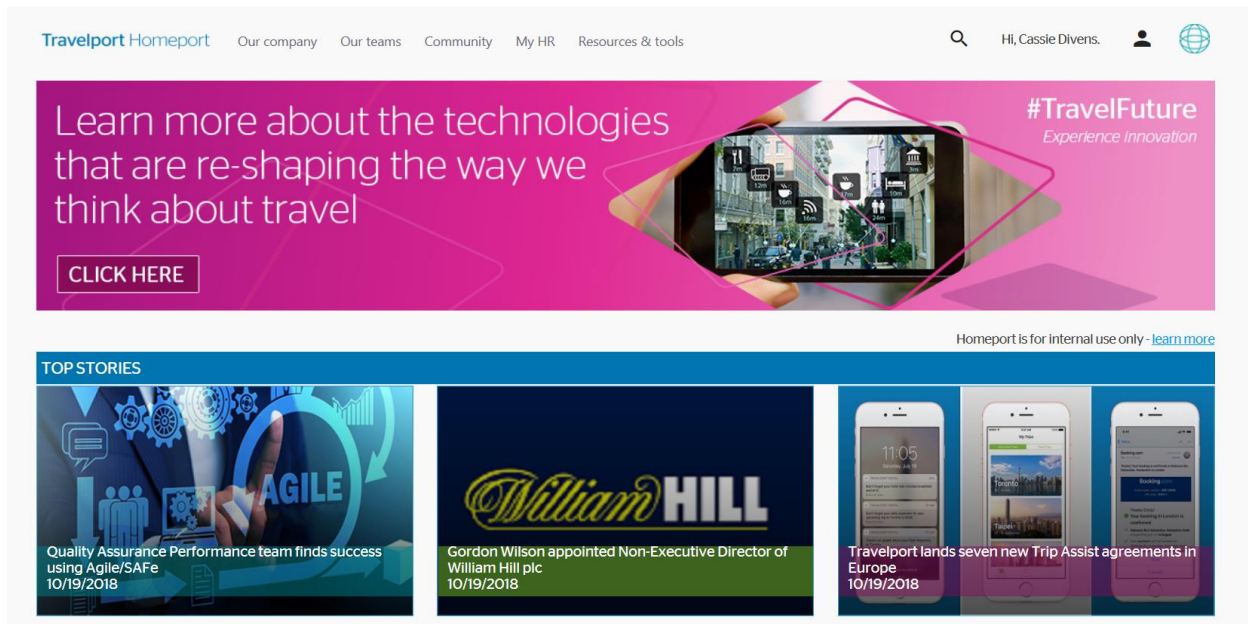
Useful Information

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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>
Facilities	<a href="mailto:Facilities.Denver@travelport.com">Facilities.Denver@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:

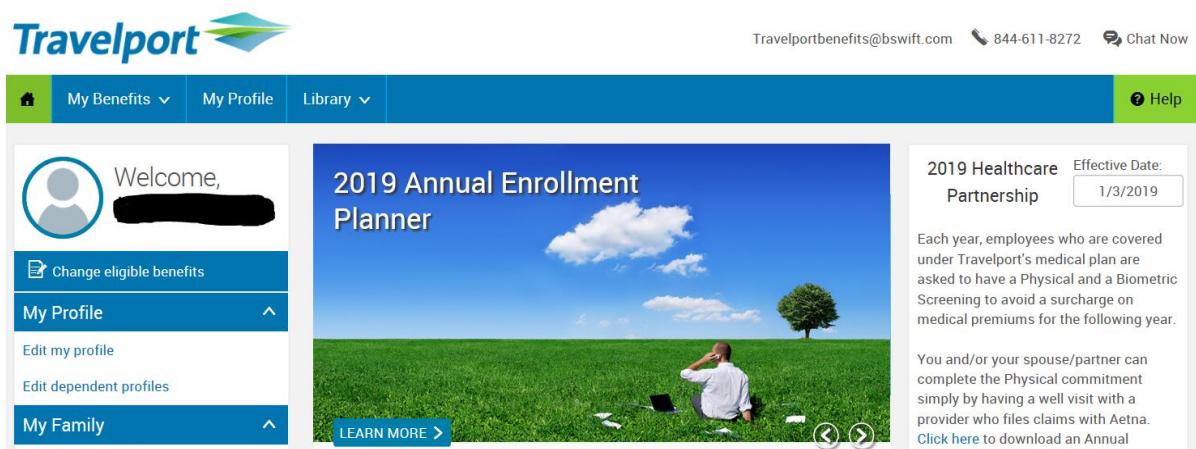
<https://federation.travelport.com/affwebservices/public/saml2sso?SPID=http://efs.ultipro.com/adfs/services/trust>



## 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 features a dark blue background with a lighter blue rectangular area containing the form fields. At the top, there is a label "WWID" above a white text input field. Below that is a label "Password" above another white text input field. Under the password field are two buttons: "Login" and "Cancel". Below these buttons are two links: "Password Reset" and "Register here". At the bottom, there are two dropdown menus: "Accessibility" with "None" selected, and "Language" 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

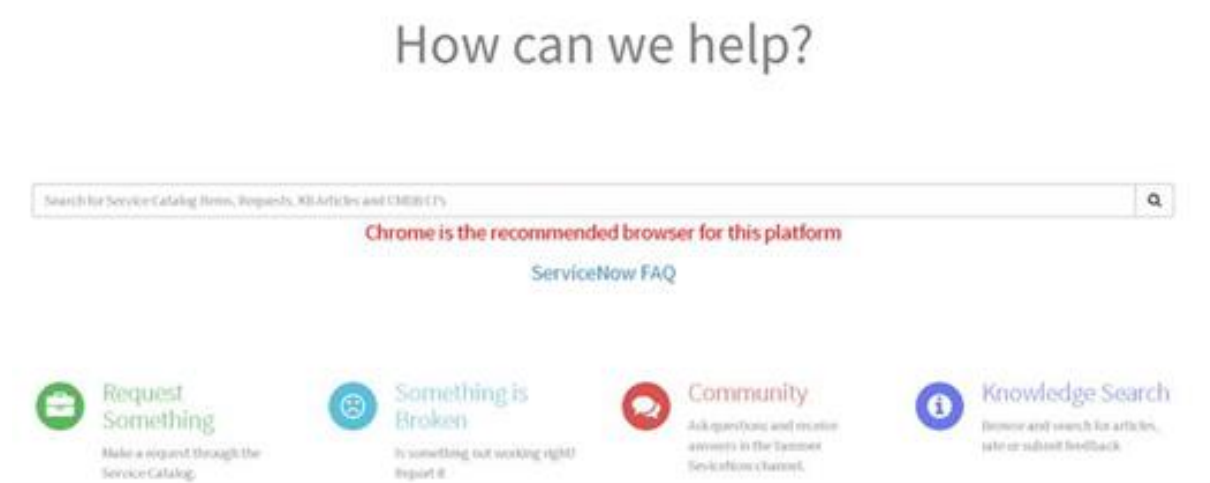
## EMPLOYEE DISCOUNTS

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.





## DENVER FACILITIES

### Travelport Café

The Travelport Café is located on the 1<sup>st</sup> floor and is operated by The SouperDeli. The Café is open Monday to Friday from 7:30 a.m. until 2:00 p.m. The breakfast and lunch hours are as follows:

- **Breakfast:** 7:30 a.m. – 10:30 a.m.
- **Lunch:** 10:30 a.m. – 2:00 p.m.

Discounted snacks and soups are offered during “Crunch Time” from 1:30 p.m. – 2:00 p.m. daily.

Join The SouperDeli eNewsletter mailing list for weekly menus, specials and coupons.

[http://www.thesouperdeli.com/?page\\_id=98](http://www.thesouperdeli.com/?page_id=98)

### Break Rooms and Coffee Stations

Large break rooms with refrigerators, microwaves and coffee and tea service are located on all floors. The 2<sup>nd</sup> and 4<sup>th</sup> floor break rooms also have vending machines. Coffee and tea service and ice and water machines are also located on all floors.

### Fitness Center

The Fitness Center is located on the 3<sup>rd</sup> floor, and is for Travelport employee use only. Due to legal and insurance requirements, a liability waiver must be completed prior to being granted access to the Fitness Center. Obtain a Liability Waiver from the Travelport reception desk on the 2<sup>nd</sup> floor.

Restrooms adjacent to the Fitness Center have showers and lockers. Lockers may be used while you are using the Fitness Center; items may not be stored when not in use or left in lockers overnight.

Travelport employees may also use the showers and day use lockers in the 1<sup>st</sup> floor atrium restrooms; items may not be stored in lockers overnight.

### Massage Services

Massage Therapy is available every Monday and Thursday with an Intuitive Therapist who has who over 38 years of experience and training. Feel free to contact Linda directly.

Linda Palmer, LMT, MMT, CRMT  
303-343-2150; [twohotpalms@outlook.com](mailto:twohotpalms@outlook.com)

## DENVER OFFICE INFORMATION

### Address and Phone Number

9200 East Panorama Circle, Suite 200, Centennial, CO 80112

303-397-5000

### Building Hours

Monday-Friday                      6:00am – 6:00pm

Saturday                              8:00am – 1:00pm

Sunday & Holidays                CLOSED

Travelport employees have 24/7 badge access to all building entrance doors and suites.

### Reception

The Travelport reception desk is located on the 2<sup>nd</sup> floor, and is staffed from 7:30am – 4:00pm. Please direct all visitors and guests to the reception desk.

## PARKING

Travelport employees must have a parking sticker displayed on their vehicle at all times. Obtain your sticker from the reception desk on the 2<sup>nd</sup> floor. Do not park in Reserved or Visitor parking spaces. The parking garage is accessible to Travelport employees for a fee of \$50 per month via payroll deduction. If interested in garage parking, please contact Denver Facilities to complete the Parking Agreement Election form. Visitors and guests should park in designated Visitor spaces.

### Bicycle Storage

Bike racks and bike lockers are located in the parking garage. Please bring your own lock.

## ENVIRONMENTAL AWARENESS

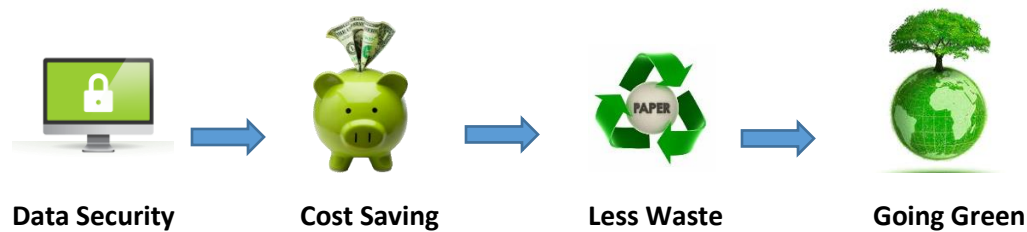
The Panorama Corporate Center participates in a recycling program through Alpine Waste & Recycling. Paper and other acceptable recyclables will be picked up by the janitorial night crew nightly. Large trash and recycling bins are located in the break rooms and coffee stations.

The *Altogether Recycling™* program is the most comprehensive recycling program available. Here is a list of the items that are accepted and can be mixed “Altogether” in one container:

- Newspaper (including inserts)
- Corrugated Cardboard
- Office Paper
- Mixed Paper
- Chipboard (cereal & tissue boxes)
- Brown paper bags
- Phone Books
- Plastics (#1-#7)
- Aluminum
- Steel or Tin Cans
- Empty aerosol cans
- Glass bottles and Jars
- Styrofoam
- Aluminum foil
- Pie tins
- Milk Cartons
- Plastic Milk Jugs
- Magazines
- Bulk or Junk Mail
- Styrofoam cups and containers

You no longer have to sort. To prepare your items to be recycled, please make sure to remove as much of the food residue and liquid as possible. In addition, please make sure there are NO PLASTIC BAGS mixed in with your recyclables.

## PRINTING



You do not need to send a print job to a specific printer, but you will need to indicate whether you want your document printed in black and white or color (black and white will be the default color). After you send your documents to be printed, you can visit any printer and swipe your ID card to access.

If you would like to scan documents, simply swipe your badge, click on the scan button and your documents will be emailed directly to your account.

You are automatically logged off after 2 minutes of the machine being idle, however, as a courtesy to your colleagues please ensure you remember to “log off” once you have finished.

### Register your ID card:

In order to register your ID card, please follow the instructions below on any printer and you will automatically be registered on every machine.

- Swipe your access card at any printer.
- Input your username and password. Use the same username and password that you use for your laptop/PC.
- Click on the **Associate Card** screen. The screen should confirm that your access was successfully associated. If you have trouble, submit a ticket via Service Now.
- Click on the round **Access** button to log off. Remember to make this a habit. This protects your account and leaves the machine ready for the next person. If you forget, the machine will reset in 30 to 60 seconds.

## MAIL

The Mailroom & Support Services office is located on the 1<sup>st</sup> floor North Wing Suite 100. Outgoing mail, packages and Travelport interoffice mail should be dropped off in this office. Outgoing mail should be dropped off by 9:00am for same-day pick-up. All incoming mail and deliveries will be delivered directly to you by Support Services staff, who will send an email to you if you are not at your desk.

### **Shipping, UPS Campus Ship/Overnight and Ground Shipments**

UPS is Travelport's preferred mail shipping vendor for all U.S. office locations. If you need to request a UPS Campus Ship ID, please submit a Service Now ticket through Facilities.

## HOUSE KEEPING

Compliance with Fire Codes is a critical concern for Travelport. In addition, the appearance and condition of our work place is important to our company image as we frequently host key customers, visitors, and vendors in our building.

Please ensure you:

- A. General
  - a. Keep aisles clear at all times
  - b. Do not smoke inside the buildings. Please use designated smoking areas outside
- B. Cleaning
  - a. Avoid eating in your workspace as much as possible. If a spill occurs, please report the incident to Facilities immediately.
  - b. Any items too large for a wastebasket should be kept out of sight until the end of the workday. At that time, please mark the item clearly as "TRASH" and place it outside of your cube.
  - c. Please empty beverage containers and dispose of unfinished food items before you leave the office.
  - d. Please do not remove chairs from conference, huddle, or phone rooms. Upon completion of your meeting, please clean up the room to allow for the next meeting.
- C. Electrical
  - a. Personal appliances such as coffee pots and toasters may not be used in your workspace.
  - b. In order to conserve energy and reduce costs, be sure to turn off any lighting at your desk/office at the end of the workday. Should you enter the floors after hours and turn on lighting, be sure to turn off the lights when you leave.
- D. Storage
  - a. Please utilize designated storage (drawers, closet, file cabinets, etc.) as provided or the contracted offsite record retention facility to store records and data not frequently accessed. Floors, under desk space and above the cubicle area are not designated or approved for storage.
- E. Miscellaneous
  - a. Limit plants and other decorative items which show above or outside cubicle walls.
  - b. Do not attach items other than your individual nameplate to the outside of the cubicle.
  - c. Do not use tacks, nails, tape, etc. to post or hang ANYTHING from painted or wallpapered walls in common areas.
  - d. No items of any kind may be suspended from the ceiling tiles or support grids.

## **FIRE/EMERGENCY PROCEDURES**

### **Police, Fire and Paramedic Emergencies      Direct Dial 9-911**

#### **Denver Emergency Hotline**

Call Ext 185999 or Direct Dial 303-397-5999 for information regarding office closings due to weather or emergencies.

#### **Emergency Equipment**

Fire extinguishers and pull stations are located near each stairwell.

The AED and Emergency Oxygen is located in the following areas:

- 1st floor café near main lobby entrance
- 2nd floor reception area near central stairwell
- 3rd floor large breakroom
- 4th floor large breakroom

## Fire Procedure

In case of a fire, alarms will sound on all floors simultaneously. Only evacuate if there is an audible alarm. A flashing strobe alone indicates trouble or a possible fire. When evacuation of your floor is necessary, the audible alarms will sound.

In the event of evacuation, leave the building immediately.

- Do not take anything with you.
- Close but do not lock doors behind you, as this slows the spread of fire and/or smoke.

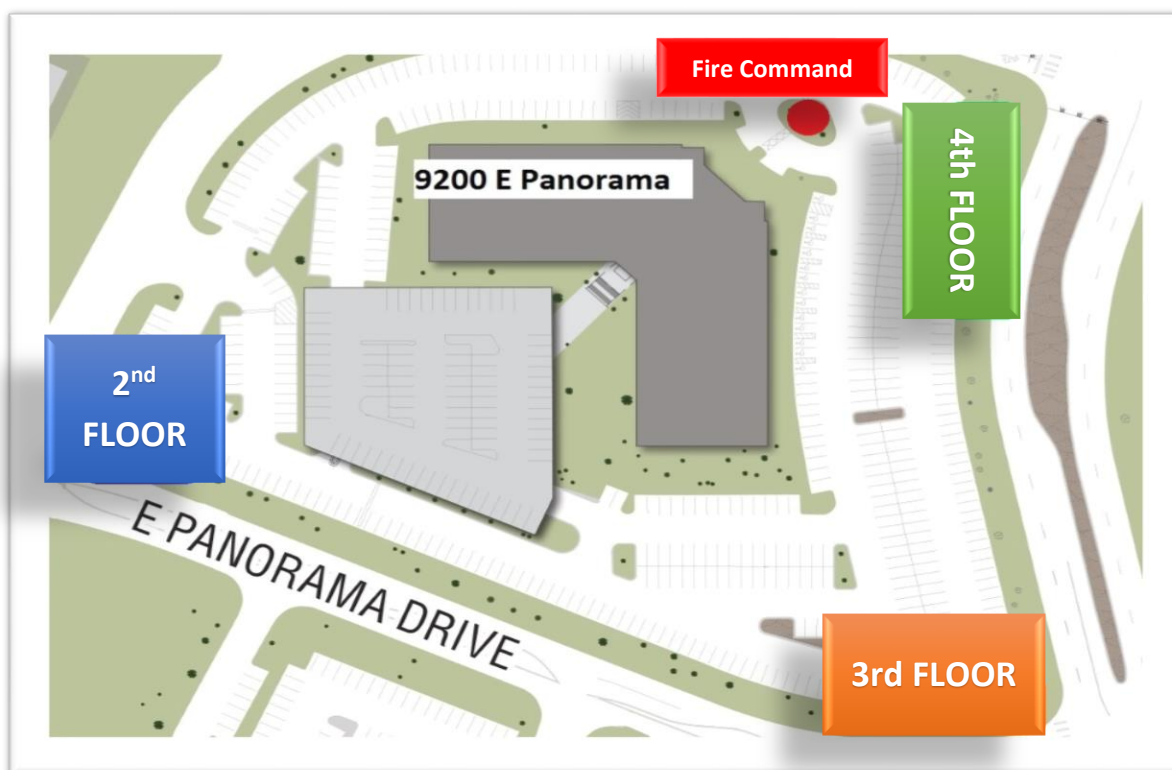
Do not use the elevator; use the stairs. Do not wait in the elevator lobby.

- There are 3 stairwells in the building – the Central Stairwell next to the elevators, and one on each wing of the building. Proceed down the stairwell to the first floor and exit to the parking lots.
- Use the entire width of the stairwell to exit; if Emergency Personnel are coming the opposite direction, clear a path for them.
- Do not carry drinks, food or any additional items into the stairwell, as spills may cause a slip hazard.

Report to and remain at your floor's designated assembly area away from the building until it is declared safe to return to your work area (see map below).

- Report to the Fire Marshall (staff in green vests) at your floor's designated assembly area.
- Report any missing individuals with functional needs to your Fire Marshall.
- Follow instructions given by emergency responders, Fire Marshalls and management.
- Do not re-enter the building for any reason. Stay clear of pathways, driveways and entrances.
- Do not block the fire lanes around the building. Do not move your vehicle.





Individuals with functional needs should be assisted to the stairwells. They should wait on the landing of the stairwell while emergency personnel are informed of their location for evacuation assistance. Once outside the building, they should be assisted to their designated assembly area away from the building.

Plan your route NOW to reach the nearest stairwell and the secondary stairwell. Make sure you can find the correct doors with your eyes closed (in a real fire everything is extremely dark).

If for any reason, physically or medically, you are not able to exit via the stairwells, email your name and condition to the Facilities Department immediately so that you can be provided assistance: [Facilities.Denver@travelport.com](mailto:Facilities.Denver@travelport.com).

**Refer to the Panorama Office Location page on Homeport for more facilities information:**

**Homeport Home > Our Company > Office Locations > Americas > Denver, Colorado.**

## BUILDING SECURITY & SAFETY

During Business Hours 7:30am to 4:00pm, call Ext 185161 or Direct Dial 303-397-5161.

After-Hours 24x7 monitoring by Security Control Langley, call Ext 288007, Direct Dial +44 1753 288007, or email [security.langley@travelport.com](mailto:security.langley@travelport.com).

Please ensure to abide by the following while onsite:

- Employees must display/wear their photo access card/ID at all times while on site at the Denver-Panorama.
- All visitors must be checked in and obtain a visitor badge.
- No couriers or unauthorized are allowed within Travelport offices. All couriers are to be directed to the 2nd floor reception desk. This applies to all deliveries, both business and personal (flowers, balloons, etc.)
- As you enter different Travelport floors, do not allow other to tailgate behind you without a Travelport photo access card/ID displayed.
- Employees should not open elevator lobby or stairwell doors when someone knocks to gain access. All visitors and customers should be directed to the 2nd floor to check in at the reception desk.
- Advise Travelport Security x288007 or direct dial +44 1753 288007 immediately with a specific location if someone looks suspicious or is on a floor without a photo access card/ID.

## SMOKING

Smoking is permitted only in designated areas. There is a smoking shelter on the south side of the building. There is absolutely NO SMOKING OR VAPING inside the building, near any building entrance, or on the sidewalks surrounding the building.