



# SAP SUCCESSFACTORS

## LOGIN INFORMATION

If prompted for a Company ID when accessing SAP, enter **worldwidef** in all lowercase.

Enter your username (your **6-digit employee ID** received in your welcome email. Alternatively, you can also enter the **personal email** used during your onboarding process.)

Enter the password you created. If unsure about password, click on 'Forgot Password?' and follow the instructions on your email.

## EMPLOYEE SAP PORTAL

<https://hcm41.sapsf.com/login?company=worldwidef>

Log On

Email or User Name  
Email or User Name

Password  
Password

☐ Remember me

Log On

Forgot password?

## ADP - PAY NOTICES

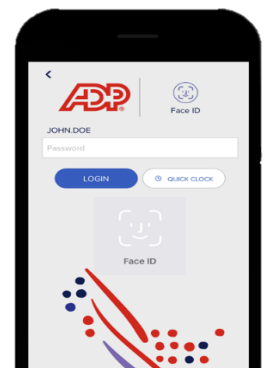
Access [myADP.com](https://myadp.com) or download ADP on your phone's app store.

[Click on Get started.](#) Followed by 'I have a registration code'

You will be asked for a registration code: **wfs.aero-1234**

Complete your registration by entering your personal information.

We are unable to assist in this process as sensitive information is required. If you need further assistance, please contact ADP support.



For support with SAP login or navigation, please email [SAPSUPPORT@wfs.aero](mailto:SAPSUPPORT@wfs.aero).

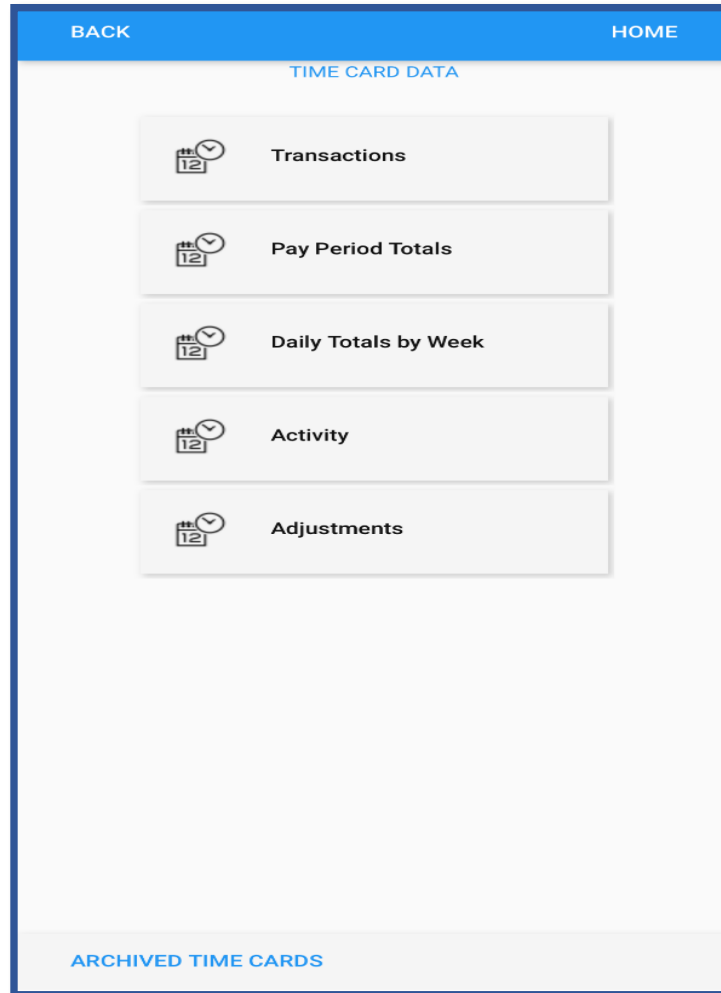
For questions regarding paychecks, direct deposit, or stop payments, please call **(888) 421-2353** or email [WFSUSAPAYROLL@wfs.aero](mailto:WFSUSAPAYROLL@wfs.aero).



**ESS Mobile** (4+)  
Attendance on Demand, Inc.  
Designed for iPad  
★ ★ ★ ★ 1.7 + 256 Ratings  
Free

## ESS MOBILE - Check your work hours.

1. Download the ESS Mobile Application from your phone's app store.
2. After installing, you will be prompted to enter a server name: **WFS**
3. Your login credentials will be your WFS employee number and PIN.  
**Employee number and ESS PIN can be found on your welcome e-mail.**



SCAN OR TAP FOR IPHONE



SCAN OR TAP FOR ANDROID



# Uniform Policy

**No ripped-style jeans, leggings or basketball/sport shorts allowed.**

**Only clear bags allowed.**

**Be prepared for your first day by purchasing Personal Protective Equipment:**

***Safety boots are mandatory.***

**Gloves and Rain gear highly recommended.**



## MANDATORY UNIFORM POLICY

### PLAIN COLORED WORK SHIRT

GRAY, WHITE AND NAVY BLUE.

**NO TANK TOPS.**

### WORK PANTS / SHORTS

CARGO PANTS AND SHORTS.

**NO LEGGINS OR RIPPED JEANS**

### WORK BOOTS

STEEL OR COMPOSITE TOE  
DURABLE LEATHER MATERIAL  
COVERS ABOVE ANKLE HEIGHT.

**NO SOFT TOE / SNEAKERS /  
SANDALS, SLIPPERS, FLIP FLOPS OF  
ANY KIND ALLOWED.  
BE PREPARED FOR WORK.**

**Employees are responsible for purchasing and wearing acceptable safety shoes that meet the following standards:**

- Provides Compression, Impact, Metatarsal protection
- Puncture Resistant
- Made of durable leather material
- Slip resistant
- Safety Toe (Any Material acceptable)
- Mid-height shaft/boot as to provide ankle support/protection
- Meets ANSI standards Z41-1999 and Z41-1991



**Effective February 1, 2021, Worldwide Flight Services will require all employees working in the operational areas (ramp, warehouse, truck docks, etc.) to wear safety shoes.**

Proper footwear in the operation can reduce the incidence and severity of foot/ankle/toe injuries, such as those that we have seen in our work environment lately:

- Employee in warehouse stepped on a broken skid; a nail went through the shoe sole and into his foot, causing a severe puncture injury
- Employee on main deck offload of the a/c pulled a ULD onto his foot, he suffered a severe laceration that required hospitalization
- Employee working with GSE had his foot run over, causing a broken toe/bone

**WFS is also pleased to announce that we will be implementing a Safety Shoe Stipend Program to assist employees in the cost of appropriate safety footwear:**

- Warehouse and Ramp Employees that have been with the company for more than three months should have already received the first of an annual **stipend of \$75 (added to their paycheck)** to help cover the costs of appropriate safety footwear.
- New employees and those with less than three months with WFS will receive a stipend of \$75 on their three month anniversary with the company, and annually after that.
- The first Stipend Payment is scheduled to be included in the January 22, 2020 Payroll Cycle

Employees are responsible for purchasing and wearing acceptable safety shoes that meet the following standards:

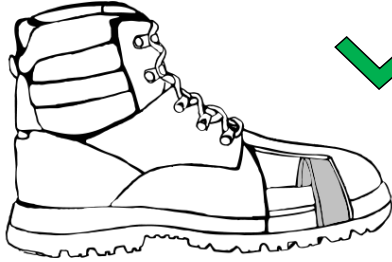
- Provides Compression, Impact, Metatarsal protection
- Puncture Resistant
- Made of durable leather material
- Slip resistant
- Safety Toe (Any Material acceptable)
- Mid-height shaft/boot as to provide ankle support/protection
- Meets ANSI standards Z41-1999 and Z41-1991

| Brand           | Description                                                                                                                                                          | Retailer        | Website                                                                    | Starting Price |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------|----------------|
| SKECHERS        | Work Burgin - Tarlac. Features: Leather, Rubber sole, Shaft measures approximately 5.5" from arch, Steel Toe, Memory Foam, Electrical Hazard                         | Amazon          | <a href="http://www.amazon.com">www.amazon.com</a>                         | \$44           |
| ROCKROOSTER     | Men's Work Boots, 6" Waterproof Wide Safety Shoes, Composite Toe, Non-Slip, Oil Resistant Leather, Kevlar, Memory Foam Insole, AT697PRO BK -7                        | WalMart         | <a href="http://www.walmart.com">www.walmart.com</a>                       | \$60           |
| HERMAN SURVIVOR | Professional Series - Men's Shoveler 6 Inch Work Boot, ASTM Rated Steel Toe, Slip Resistant, STEEL ANTI-PUNCTURE PLATING, 6" UPPERS, WATERPROOF LEATHER, reflective. | WalMart         | <a href="http://www.walmart.com">www.walmart.com</a>                       | \$85           |
| WOLVERINE       | 6 in Work Boot, Black, Composite Toe Type, 1 PR Item #52CU63 Mfr. Model #W10647                                                                                      | Grainger        | <a href="http://www.grainger.com">www.grainger.com</a>                     | \$46           |
| ROYER           | 6 in Work Boot, Brown, Composite Toe Type, 1 PR Item #52GU64 Mfr. Model #10-8422                                                                                     | Grainger        | <a href="http://www.grainger.com">www.grainger.com</a>                     | \$45           |
| IRISH SETTER    | Men's Crosby NMT Work Boots, Nonmetallic Nano safety toes, waterproof leather uppers, slip resistant rubber soles, memory foam footbed                               | Cabelas         | <a href="http://www.cabelas.com">www.cabelas.com</a>                       | \$85           |
| NORD TRAIL      | Lola Safety Toe Work Boot, item 280051, Alloy safety toe meets ASTM F2413-17 and ASTM F1677-05 safety standard                                                       | Tractor Supply  | <a href="http://www.tractorsupply.com">www.tractorsupply.com</a>           | \$50           |
| WOLVERINE       | Men's Contractor LX EPX 6" Composite Toe Work Boots                                                                                                                  | Dick's Sporting | <a href="http://www.dickssportinggoods.com">www.dickssportinggoods.com</a> | \$140          |
| WOLVERINE       | Men's 6" I-90 EPX CarbonMax Safety Toe Work Boot                                                                                                                     | Work n Gear     | <a href="http://www.workngear.com">www.workngear.com</a>                   | \$145          |
| TIMBERLAND      | Pro Women's TITAN 6-Inch Safety Toe Work Boots                                                                                                                       | Work n Gear     | <a href="http://www.workngear.com">www.workngear.com</a>                   | \$116          |

**Did you know...? If you have your SIDA badge, you can get a 30% discount at Sketchers in-store.**



# Safety Toe Guide

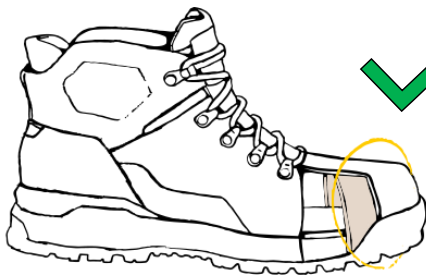


## Steel Toe

Steel toe offers classic protection with the highest available standard for impact and compression.

(ASTM F2413-18 EH I/75 C/75)

It leaves a roomier fit in the toe box and has incredible durability.



## Composite Toe

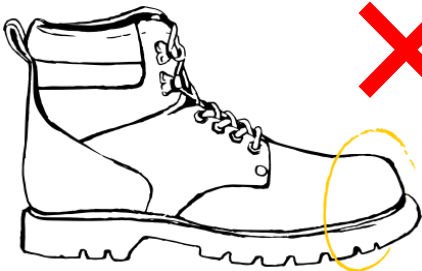
Composite toe is a great alternative to steel toe, passes the same protection standards as steel toe, but is non-metallic and lighter compared to traditional steel.

(ASTM F2413-18 EH)



## Alloy Toe

Alloy safety toe shoes are the lightest of the safety toe options, but still surpass all compression and impact standards.



## Soft Toe

Soft toe boots do not provide any protection. These boots leave your feet unprotected and are not allowed for work.



## DailyPay On-Demand Pay 4+

Your money, when you need it!

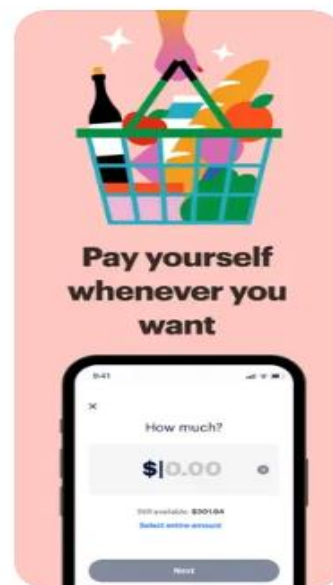
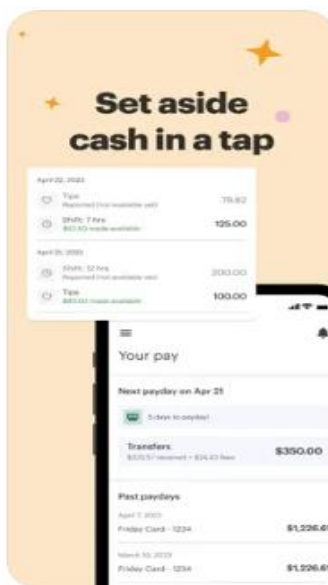
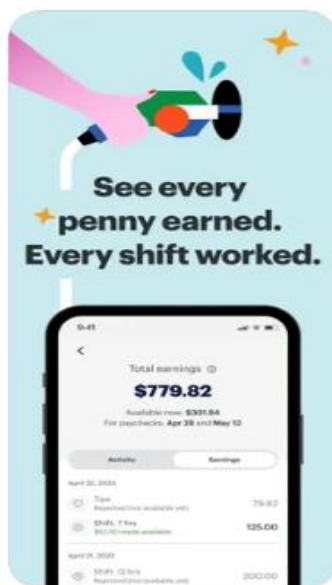
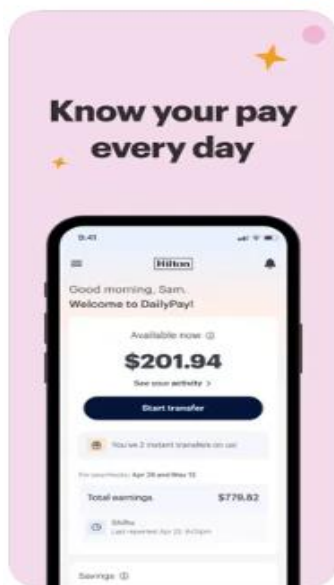
Daily Pay Inc.

#53 in Finance

★★★★★ 4.8 • 251.4K Ratings

Free

### Screenshots iPhone iPad



With DailyPay you can take advances up to 50% of your gross earnings available.

DailyPay offers up to 5x transfers/day, for a fee. DailyPay users can transfer funds to any existing bank account, debit card, or prepaid card.

**\$0 (No Fee) - Next Business Day**

**\$3.49 (Fee) - Instantly per transaction**

### If you need assistance:

DailyPay Support is available via phone, email, and live chat 24/7, in both English and Spanish.

- Email: [employee.support@dailypay.com](mailto:employee.support@dailypay.com)
- Phone: +1 (866) 432-0472
- Knowledge Base: [employee.dailypay.com](https://employee.dailypay.com)



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# Attendance



WFS requires all employees to notify when they will arrive late or be absent due to an emergency. The procedure is to send a group text message in a timely manner to the following contacts:

Stephanie Thomason (MANAGER)  
**(916) 217-2146**

WFS Office  
**(786) 918-7790**

**PLEASE KNOW THAT IF ANY ATTENDANCE RULE IS VIOLATED, DISCIPLINARY ACTION WILL BE TAKEN UP TO AND INCLUDING TERMINATION. IN ADDITION, IF YOU HAVE TO LEAVE EARLY DUE TO AN EMERGENCY OR ANY OTHER REASON, ETC. "YOU MUST INFORM YOUR SUPERVISOR OR MANAGER TO GET AUTHORIZATION BEFORE LEAVING THE WORK AREA".**

## General Rules Of Conduct

1. Report to work on time.
2. Call in when absent and when you expect to be late as far in advance of your scheduled starting time as possible. Three consecutive day's absence without advising the Company, or failing to return from an approved leave of absence by the leave termination date, will be considered job abandonment, and will be accepted as a resignation.
3. During your tour of duty, remain in the area necessary for the efficient performance of your
4. Remain at work until your tour of duty ends unless you are authorized to leave early.
5. Check on or off duty in the prescribed manner and for yourself only.
6. Unauthorized appearance on the premises of the Company while off duty is restricted and your presence must not interfere with the orderly work of others who are on duty.

## RTO (Request Time Off)

New hires must wait a period of 90 days before they can submit a time off request.

A minimum notice of 2 weeks must be given for any RTO (Request Time Off) form requests to be considered.

Submitting an RTO form does not guarantee its approval. You must receive notice from management that your time off has been approved.

If approved, you must find someone to cover for the days that you will be taking and communicate it to your supervisors.

**THERE WILL BE NO RTO APPROVALS DURING THE FOLLOWING BLACKOUT / PEAK SEASON DATES:**

**February 1st - February 14th  
April 27th - May 10th  
November 1st - January 15th**

*Additional contact information. DO NOT Call Out to these numbers.*

| AM Supervisors                    | AM Trainers                        | Managers                             | PM Supervisors                      | PM Trainers                        |
|-----------------------------------|------------------------------------|--------------------------------------|-------------------------------------|------------------------------------|
| Adonis Broadnax<br>(305) 797-4494 | Edwin Washington<br>(305) 785-5085 | Santiago Yrizarris<br>(702) 985-5860 | Osman Guerrero<br>(305) 926-9714    | Henry Zapien<br>(305) 924-4221     |
| Cesar Asmar<br>(786) 368-7137     | Luis Fernandez<br>(305) 721-8935   | Stephanie Thomason<br>(916) 217-2146 | Alexander Galindo<br>(786) 864-9029 | Aadia Contractor<br>(305) 335-5950 |

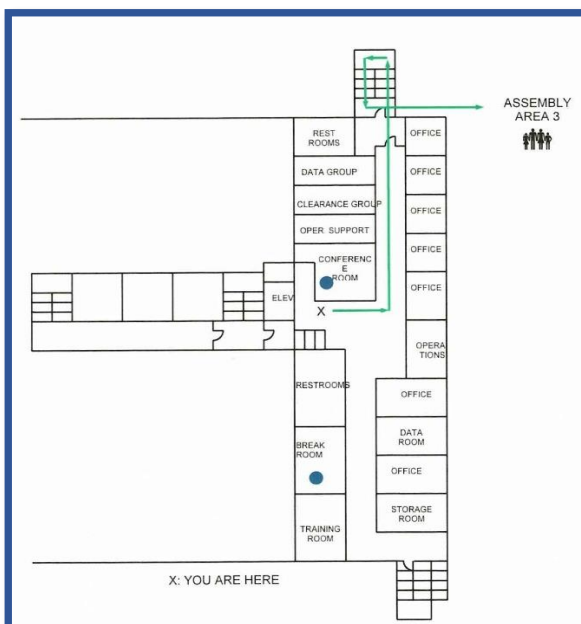
*Please only contact your specific shift management for assistance.*



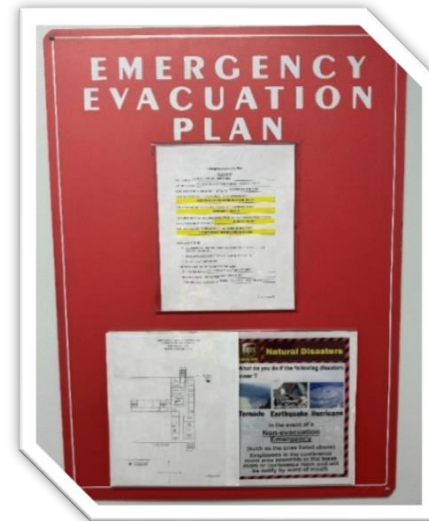
# Severe Weather Plan



In emergency situations that don't require evacuation such as the ones listed above, employees will be notified by word of mouth to assemble in sheltering areas with no immediate windows such as the conference room near the elevator or the break room.



## Emergency Evacuation Plan



You may find postings around the facility with an evacuation plan depending on your location. It is important to familiarize yourself with the evacuation routes with the green path leading to the assembly area. In the event of a fire, you must be at your nearest assembly area to be accounted for.

Additionally, the plan also shows the shelters in the building specified by (●) icon in case of natural disasters.

**Emergency Evacuation Plan**

**TO BE POSTED**

FACILITY NAME: UNITED PARCEL SERVICES

FACILITY ADDRESS: 3500 NW 64TH AVE BUILDING 807, MIAMI FL 33122

WORK AREA OR LOCATION WITHIN THIS FACILITY: CONFERENCE ROOM

EMPLOYEES WORKING IN THIS AREA SHALL USE THIS PRIMARY EXIT: NORTHWEST PEDESTRIAN DOOR (PD-7)

EMPLOYEES ASSIGNED TO THIS AREA SHALL GO TO THIS ASSEMBLY POINT: ASSEMBLY AREA 3

FOR EMERGENCIES NOT REQUIRING EVACUATION, SUCH AS A TORNADO OR EARTHQUAKE, EMPLOYEES SHALL BE NOTIFIED BY: WORD OF MOUTH

EMPLOYEES ASSIGNED TO THIS AREA SHALL GO TO THIS ASSEMBLY POINT: CONFERENCE ROOM/ BREAK ROOM

MANAGEMENT SHALL:

- ACCOUNT FOR ALL EMPLOYEES AND REPORT HEADCOUNT RESULTS TO THEIR IMMEDIATE MANAGER.
- NOTIFY EMPLOYEES WHEN IT IS SAFE TO RE-ENTER THE FACILITY.
- NOTIFY THE DISTRICT/REGION.

IF NECESSARY, IMMEDIATELY CONTACT THE FOLLOWING:

POLICE PHONE NUMBER: 911 / 305-4-POLICE / 305-476-5423

FIRE DEPARTMENT PHONE NUMBER: 911 / 786-331-4800

OTHER PHONE NUMBER (optional): PALMETTO GENERAL HOSPITAL 305-823-5000

Revision Date: January 2021

