



Welcome to Kelly Services

Pratt & Whitney- Columbus Engine Center
New Hire Orientation- Employee Guide

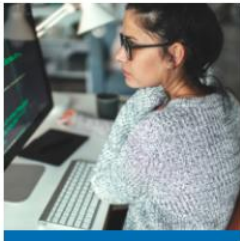


Company Overview



Industry leader in providing Temporary Staffing & Workforce Solutions around the globe.

Kelly helps companies recruit and manage skilled workers and helps job seekers find great work in industries such as accounting and finance, education, engineering, government, manufacturing and production, technology, and more.



Kelly Science, Engineering, Technology, & Telecom ▶



Kelly Education ▶



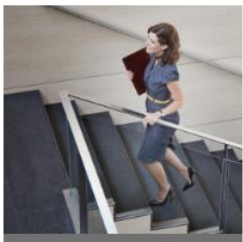
Kelly Professional & Industrial ▶



KellyOCG ▶



Kelly International ▶



Kelly Government Solutions ▶



75 Years of Innovation

William Russell Kelly invented the staffing industry when he founded Kelly® in 1946, and we've reinvented it ever since.

Headquartered in Troy, Michigan, Kelly today provides temporary staffing services in 30 different countries. We proudly supporting a network of suppliers and partners around the world, connecting more than 450,000 job seekers with work every year.





Leigh Wilson

Phone (Voice-Text): 214-764-5480

Email: leiw807@kellyservice.com

Remote Office Hours: Monday-Friday,
8:00AM –6:00PM

Schedule a meeting: [Leigh's Calendar](#)

Working with Kelly A letter from your Talent Advisor

Dear Employee,

Congrats on your new **Kelly** position with Pratt & Whitney and Welcome!!

I am so excited to have you on my team. My name is Leigh Wilson, I will be your Kelly TA and your main Kelly contact moving forward.

My role as a Talent Advisor is to provide front line support for our contingent employees. If any issues or concerns arise, I will make sure a resolution occurs in a timely and professional manner.

Leigh Wilson

We support YOU

When should you contact your TA?

Call, Text, or
Email your TA

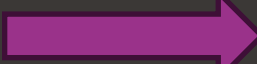
Kelly is here
to help
ensure that
you are
successful

Employee Specific:

- Legal Name Changes
- Moving? Updating/Confirming Addresses
- Tax Questions or Change Requests (Federal/State)
- Payroll, Direct Deposit, Payroll related issues (time clock errors, timecard inquiries)
- General Benefits Inquires
- Attendance: Absences, late arrivals, early departures,
- Future Time Off Requests: have an appointment scheduled or a vacation, needing approved time off?
- Your availability changes or you have commitments that will keep you from completing your commitment. In this situation, please call me directly to discuss your options. I will then inform the client and make the appropriate arrangements keeping your best interests in mind.

Job Related:

- Job Specific Questions/Concerns regarding this assignment- work duties are different or changed from those originally described
- Your work schedule changes, you've completed the training and are moving to your assigned shift.
- People Concerns- You feel you are being harassed and or any misconduct has occurred at work
- Work Injuries- We need to hear from you if injured at work and or if the work environment seems unsafe.
- Your being Hired: Pratt & Whitney extends your full time offer to convert you to a Pratt & Whitney blue badge team member.

Anytime you have feedback and or questions  Call, Text, Email- I'm always Happy to Help

3 Pillars of Success

Kelly + Pratt & Whitney

Attendance

- You must be at work when scheduled; arriving punctually ready to perform your tasks to the best of your ability each day.

Communication

- It is expected for employee to have open and direct communication with your manager, team lead, and Kelly Services. If there is something that you need, you must speak up— we can not assist you if we are unaware of you needs.
- If you have questions, please ask; we are here to ensure your success.

Performance

- Demonstrate dependability, motivation, and commitment in relation to your job. Be a team player and show initiative within your team.
- Performance areas that are reviewed are:
 - Attendance
 - Communication
 - Comprehension of training/work duties assigned
 - Interest, motivation, and effort
 - Quality of work produced
 - Task Planning & Initiative
 - Teamwork Skills

Remember- Be Kind & Courteous Always, a positive attitude is contagious

Getting started in Columbus

What to expect during your 1st week

All New hire employees with Pratt & Whitney Columbus start on a Tuesday and work their first week in a classroom setting, Tuesday-Friday. Upon the completion of the first week, you then are to report to your Manager at your assigned shift time.

Columbus Employee Amenities	<ul style="list-style-type: none">•Employee locker program, safe locked space to put personal belongings up•Building Café and Vending: Located in both buildings- provides fresh cooked meals daily for purchase by employee•Refrigerator access for bringing of food•Outside and inside tables to eat•Water/Ice Machines
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Day 1: Tuesday- You are to report to the main Pratt & Whitney Building-Forge at 7:30am for Corporate New Hire Orientation, this first day orientation is set up in a lecture hall type setting. For your 1st day, you will want to ensure you have the paperwork printed from your recruiter and your approved US Citizenship Documents for security and badging. I advise bringing a sweater or jacket, if you get cold as the temperature is cool in the classroom settings.

Day 2: Wednesday- You can expect to meet your Pratt & Whitney HR team for classroom type training that includes training videos, you should receive your badge this day

Day 3: Thursday- Computer Training (*all day*), Manager Introductions

Day 4: Friday- Site Tour Walk through, complete computer trainings

During training for your first week,

You will automatically be paid for 32 hours for your 1st week

Upon your 2nd week at CEC, you will be required to use one of the time reporting methods directions provided by your Kelly TA

Employee Safety

Work Safe One Step, One Job, One Day at a Time!

In the case of a Life-Threatening Emergency: CALL 911

Emergency Response- We want only the best success for you! Your safety is very important to us. All employees **are required to** report any work-related illness or injury to a Kelly Services Representative, immediately upon experiencing symptoms.

Leigh Wilson- *Kelly Rep (Main point of contact)*
Cell Phone: 214-764-5480

Emergency Resources: Pratt & Whitney- Columbus

Medcor Nurse Triage: 1-833-359-0183
Pratt & Whitney Onsite Occupational Clinic
Local Hospital Emergency Room (after hours only)

Incident Reporting Steps - Emergency Response

- ❑ Call 911 if you experience chest pain, a foreign object in the eye, exposure to hazardous chemical(s), loss of consciousness, light headedness, or involuntary loss of bodily fluids; OR
- ❑ Contact Medcor for non-life threatening, work-related illness or injury.
(Be prepared to provide your name, location, and nature of injury or illness.)
- ❑ Describe Incident and follow instructions provided;
AND
Contact your Kelly Services Representative.
(Continue calling until you have physically spoken with a Kelly Representative

Pay & Benefits.



Getting Paid

Pay Period: Monday - Sunday

Pay Day: Weekly, **Friday Pay Day Hours worked the previous week**

Electronic Payroll Options

- Direct Deposit (*register online with myDetails*)
- Wisely Pay Card (*ask us*)

Your paycheck will be direct deposited every Friday, though your first few checks may be paper checks – be sure the address KELLY has on file is your correct address!

- Paystubs are not mailed out, but you can access them electronically – Refer to the All-Things KELLY slide for more info
- IRS implications
- If you do not receive your check or have questions regarding your check, please contact your Kelly TA or the Employee Service Center at 1-866-535-5948



Kelly Time Reporting

Kelly Employees assigned at RTX and or an RTX Company use Kelly Onsite Time Clocks and or the Kelly Web Time & Expense Tool for standard time keeping methods across North America

Kelly Time Keeping Policy: Kelly employees must report/record all actual hours worked, no more and no less. This may include recording and reporting time for activities such as logging on to a customer's system, putting on/taking off protective gear, ect.

- **Please follow the instructions for submitting your time as explained by your Kelly Representative. It is your responsibility to ensure you are following directions when it comes to time reporting.**

Kelly Onsite Time Clocks

Kelly Onsite Time Clocks are physical Kelly Clock devices located within the Plant locations that employees use to record their arrival and departure times by "clocking in" and "clocking out."

Production staff are traditionally assigned to use the onsite tie clocks.

Locations currently using Kelly Onsite Time Clocks are

- Columbus Engine Center
- Columbus Plant 1- Forge Center
- Asheville, North Carolina



Kelly Web Time & Expense

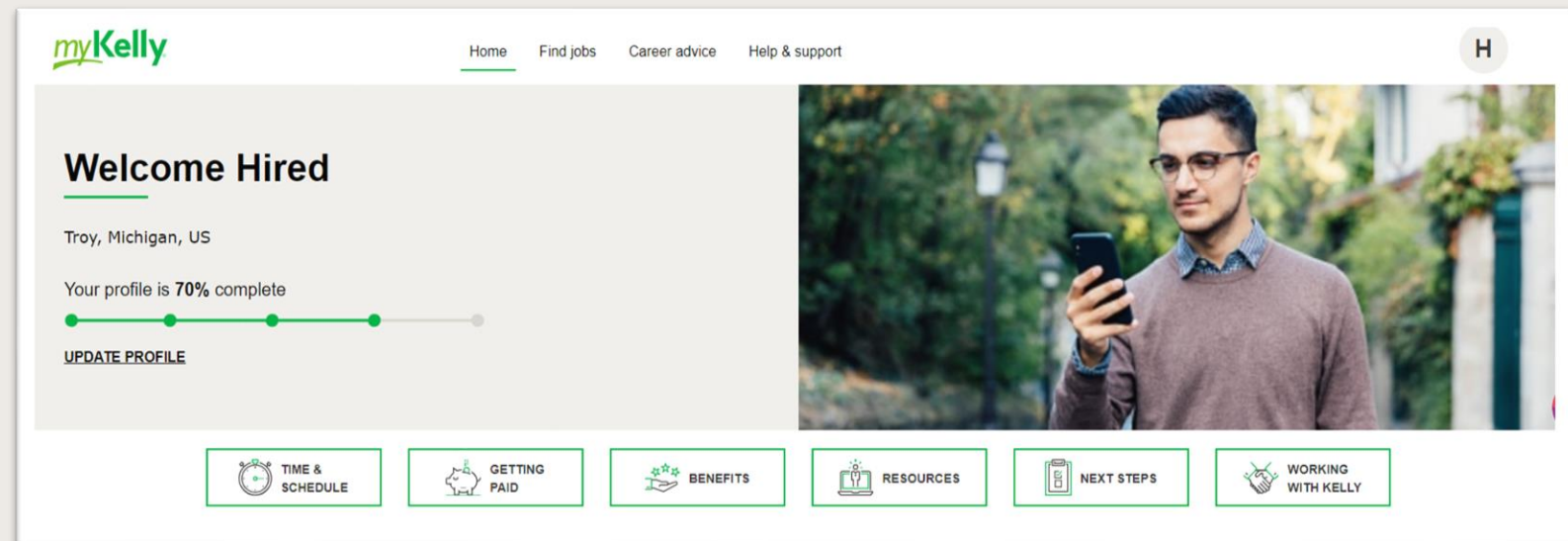
Kelly Web Time- Bullhorn Time & Expense is an online timekeeping system that allows you to enter your timesheets through the Internet. The system is fast and easy to use.

Non-Production staff are traditionally assigned to use Webtime & Expense

[Click Here](#) for link to webpage

Kelly Services is pleased to offer employees online platforms systems that will benefit you through your employment. You can expect information sent directly to you via on how you can sign up for these and enrollment process guides.

- **myKelly:** Online webpage for employees to review and update certain pieces of employment-related information in real time. **Available to you TODAY, create a profile through myKelly.com**



- **Kelly ePaystub:** Employees secured electronic access to their wage and tax document statements. **Upon your first scheduled pay date, you will be able to enroll in Kelly ePaystub.** Once enrolled you'll be able to view, print, and download your personal earnings statements from anywhere with Internet access.

Employee Benefits & Perks



Take a moment to ensure you have checked out your employee perks & benefits via our home page mykelly.com! Check out the perks section to explore **Employee Perks**, **Employee Benefits** and **Employee Discounts**

Benefits

When it comes to working, we want to help take some of life's pressures off - where we can. So Kelly employees get access to great benefits, perks, and discounts.



Kelly-sponsored ACA health care coverage available to eligible employees



Group insurance options*



Free online training



Holiday pay plan



Corporate discounts



Weekly electronic pay options



Service bonus plan



Complimentary employee wellbeing program



Transportation spending accounts

*Offered and administered by a third-party vendor. These plans are not sponsored by Kelly.

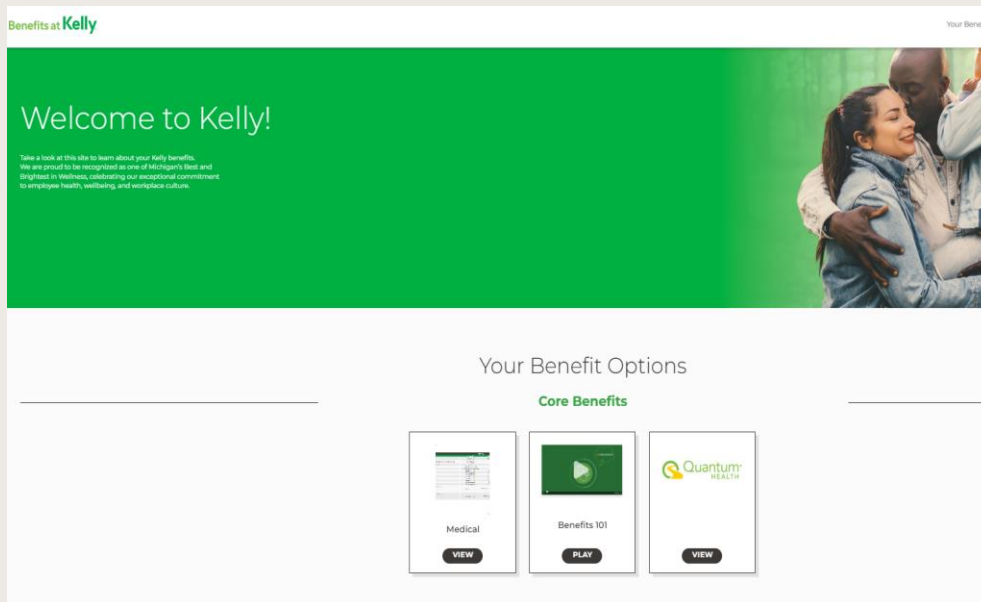
Employee Health & Wellness Benefits

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We care about your health and wellbeing, so we've got you covered through a variety of offerings. Kelly employees can participate in Employee Wellness Program, Retirement Savings, and our various standard and voluntary benefit plans

Review and enroll in your
Kelly Employee
Benefits Portal Online at
<https://aca.benefitsatkelly.com/>



Standard and Voluntary Health Benefits offered to Kelly employees include:

- **Kelly-sponsored ACA health coverage for eligible employees**
 - ACA Benefit Resource: Review online and or by contact the benefit department directly benefits@kellyservices.com

Note: You will need to have received a paycheck before eligibility for ACA benefits can be determined. Within 2 weeks of becoming eligible, talent will receive an enrollment email for ACA benefits. Eligibility for ACA benefits are determined by a measurement period and other variables.
- **Group Insurance Plans offered, through EnrollVB** as an option to Kelly talent once you have officially started your assignment.
 - You can expect to receive an email from **EnrollVB** that outlines the voluntary benefit plans options they can select. These plans are offered and administered by a third-party vendor. These plans are not sponsored or paid for by Kelly Services
 - Web Resources: [EnrollVB](#) : [Kelly Services/EnrollVB Benefit Fair Video](#)

Email the benefit's department to review your eligibility and assistance: benefits@kellyservices.com

- **Perks:** Kelly offers many exciting perks to employees. Perks are special access to platforms and programs you can use or select that'll give you a leg up.

Kelly Talent Learning Center: Employees get free access to thousands of courses, videos, books, audiobooks, and other learning content. We've partnered with Skillsoft, a learning platform vendor, to create this fabulous opportunity for our employees to get serious about their career advancement.

PerkSpot Program: Kelly is a partner with PerkSpot, an online place to find discounts and rebates on goods and services from many of today's best-known name brands in the U.S. Through PerkSpot's partnerships with thousands of popular retailers and service providers, you can obtain discounts for almost anything you can buy. It's a one-stop shop for all the best discounts, deals, and savings.

- **Employee Discounts:** Kelly has developed partnerships with many educational and learning organizations to offer employees opportunities to gain skills and credentials at deeply discounted rates. Here is a list of our educational and learning partners:
 - The University of Arizona Global Campus, Clear University, Colorado Technical University, Devry University & Keller Graduate School of Management, Kenzie Academy, University of Phoenix

Helpful Kelly Contacts at a Glance



<u>Inquiries regarding...</u>	<u>Who to call?</u>	<u>Contact Information</u>
<ul style="list-style-type: none"> • Current and previous pay details • Hour's accrual for holiday pay • Incorrect pay amounts • Status of Direct Deposit • Missing pay • Tax deductions, W4, tax-related issues 	<p>Kelly Employee Service Center</p>	<p>1-866-KELLY-4U (535-5948) 8am-8pm EST ***Note: If for some reason you do not receive a check on pay day, let your Talent Advisor, Leigh Wilson, know</p>
<ul style="list-style-type: none"> • Absences or Tardiness • Failure to do so may result in termination of the contract. 	<p>Direct Supervisor & your Kelly TA</p>	<p>You should ask for your managers contact information during your first week of training to be able to call them for late arrival and or absence.</p> <p>CLICK HERE: Report Absences, Late Arrivals, Early Departures & OR Submit Future Time off Request</p> <p>Kelly TA: Leigh Wilson Call or Text: 214-764-5480</p>
<ul style="list-style-type: none"> • ePaystub enrollment • eW-2 enrollment 	<p>Kelly ePaystub Web Site</p>	<p>https://ebpp.documentdna.com/kellyus/login.aspx 1-800-733-7842 Available to you upon your 1st payroll check date</p>
<ul style="list-style-type: none"> • Stolen or lost Wisely Pay Card 	<p>Wisely Pay Customer Service</p>	<p>1-866-313-6901, available 24/7</p>
<ul style="list-style-type: none"> • Benefits • Kelly Perks & Discounts • Health & Wellness 	<p>Benefit Department Kelly Perks & Discounts myKelly</p>	<p>Benefit Dept Phone: 1-800-376-4964 Email: BENEFITS@kellyservices.com Kelly Benefit Webpage: EnrollVB:(E): support@enrollvb.com, (P): 770-777-9522 WebPage- https://www.enrollvb.com/Kelly</p>

Kelly[®]

Appendix

Helpful Kelly Contacts at a Glance



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<ul style="list-style-type: none"> • Benefits • Kelly Perks & Discounts • Health & Wellness 	<p>Benefit Department Kelly Perks & Discounts myKelly</p>	<p>Benefit Dept Phone: 1-800-376-4964 Find out more details by visiting your personal MyKelly home page</p> <p>EnrollVB: Benefit Offerings (E): support@enrollvb.com, (P): 770-777-9522 WebPage- https://www.enrollvb.com/Kelly</p>

Working with your Kelly Talent Advisor

**Kelly Professional
& Industrial**



Leigh Wilson
Talent Advisor II
RTX, Raytheon, Pratt & Whitney

- 📞 214-764-5480
- ✉️ leigh.wilson@kellyservices.com
- 🌐 kellyservices.com

Feel free to Call, Text, Email, & or Schedule on Leigh's Calendar

Remote Office Hours: Monday-Friday, 8:00AM-6:00PM