Date: May 6, 2014

To: L&S Faculty and Staff

From: Lori Pendleton and Kurt Stephenson
L&S Unit Transportation Coordinators (UTCs)


Beginning May 19, Transportation Services (TS) will send an email parking renewal notice to all faculty and staff who currently have a parking assignment or are on a waiting list(s) for an assignment. The application period is from May 19 to June 13.

IMPORTANT POLICY ISSUES

- All outstanding fees and citations must be paid prior to applying for parking.
- You must have an active appointment in the HRS system
- You must have an updated UW faculty/staff i.d. that does not include your social security number to be able to apply for parking.

NEW FOR 2014-2015

- On campus Carpool Permit Policy: TS is piloting a new Carpool Permit assignment process for lots 6, 7, 17, 29, 34, 36, 46, 60, 62, and 76. To participate in the pilot, there must be 3 valid carpool members in your carpool. Carpoolers’ chances of receiving a permit will be increased through participation in the new carpool process. We strongly encourage any carpoolers with 3 or more members who wish to park in the designated lots to participate in the new process. Details regarding participation in the new carpool process can be found at the following url:

  http://transportation.wisc.edu/transportation/carpool.aspx

- Electric Vehicle Charging Stations are being added in lots 7, 17, 20, 29, 36, and lot 75 after construction is complete.
  - Stalls with chargers are reserved for electric vehicles only
  - Vehicles must be plugged in when parked in stalls with charging stations
  - Vehicles are limited to 4 hours of charging per 24 hour period
  - Vehicles must be in paid status during the hours of enforcement
  - There is no fee for the use of the charging station

Rate Increases:

- The Permit Rate Structure is in the process of being changed and some lots continue to be shifted to a new rate levels as part of a six-year plan to condense the current parking rate categories from 3 rates down to 2 rates. Before applying please check the TS website to confirm the cost of the lot(s) for which you are applying:

  http://transportation.wisc.edu/files/PermitRatePolicy.pdf

Construction Impact:

- Lot 59 continues to be partially closed until 2/1/15
- Lot 79 closed for 2014-15 academic year
- Lot 85 re-opening for 204-15 academic year
For those who currently have a 2013-2014 parking assignment:

In the email you will receive from Transportation Services the week of May 19 you will be directed to the following web address:

https://fpm-www3.fpm.wisc.edu/trans/permits

After you have successfully logged in with your MyUW net id, lot choices you made last year should be shown on the screen. You may choose to re-apply for these same lots or change them. Please follow the directions provided to submit your application.

For those new to UW-Madison or continuing faculty/staff with no active parking assignment:

You will not receive an email or hardcopy letter from Transportation Services. Please follow these steps.

1) You must have an active UW payroll appointment to apply for parking. For parking purposes, active means your appointment has been processed through the HRS system. Contact your dept administrator or payroll coordinator with any questions about this step.

2) You will need to contact Lori Pendleton (3-2301, ljpendleton@ls.wisc.edu) to be entered in the Parking Application System (PAS). Email is preferred as we can reply directly to you and retain a written record of the notification. Please include the following information in your email message:
   - MyUW net id number
   - your payroll title and department
   - date of birth

   We will then enter you into the Parking Application System (PAS) and notify you via email. You are now ready to apply for parking at the following url:

   https://fpm-www3.fpm.wisc.edu/trans/permits

Permit Information - You will have the option of making base lot, business alternate, disabled, flex, and Park and Ride assignment choices. You may make up to four lot choices.

Important Note:

Make your lot choices carefully. We suggest that your 1st and 2nd lot choices be those lots you most prefer for price and proximity, followed by 3rd and 4th choice lots that include ramps or larger surface lots in outlying areas of campus.

If you are not successful in obtaining any of your four lots of choice, you will receive a notice from TS. You will automatically be placed on the waiting lists for those lots. Additional assignments from waitlists will be made on August 13 and 27 that might result in an assignment for you. You may also choose to apply for new lot choices.

Business alternates and disabled - If you choose either of these permit options, you will be prompted to complete a form online.
Application Summary/Review - When you have completed your online parking application for 2014-2015, it is advisable to quickly check it over for accuracy. You may go back into the PAS to make any changes as needed until June 13. A confirmation email will be sent by TS to indicate you have successfully submitted your application.

Carpoolers- To ensure that carpool points are added, please email Lori at ljpendleton@ls.wisc.edu prior to June 13 indicating your plan to car pool, the number of employees in your car pool, and each carpooler’s name.

Purchasing your permit – All permits must be accepted/purchased through the eBusiness portal:

https://uwtransservices.t2hosted.com/cmn/

TS will send an e-mail during the application period asking employees to access the eBusiness portal to enter or update personal and vehicle information. When parking permit offers are made, TS will again ask employees to access the eBusiness portal to accept the parking offer and arrange payment.

Cancelling your permit - Permits must be returned to Transportation Services. Refunds/payroll deduction cancellations are based on the date the permit is received in their office. Staff on leave are required to submit monthly payments to hold parking or return the permit to cancel payroll deductions.

Important Dates:

Week of May 19
Email sent to current permit holders to apply for 2014-2015 parking.

June 13
Deadline for all applicants to apply for parking online; includes annual base lot, Park & Ride, business alternates, flex, and UW disabled permits.

July 16-21
Parking assignments emailed to customers. Use eBusiness to claim and select payment method for your parking assignment.

August 12
Last day to claim parking assignments. Unclaimed assignments will be offered to customers on waitlists on August 13, so don't wait! Claim your assignment before this date as we are not able to recover it for you later.

September 1
New permits must be displayed on vehicles parked on campus.
One hangtag permit available to each permit holder.