May 6, 2014

To: Chairs/Directors and Departmental Administrators

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

Re: 2014-2015 Parking Information

The process to apply for 2014-2015 parking (September 1, 2014 to August 31, 2015) is underway. The application period is from May 19 to June 13 this year. All applications must be submitted via the Transportation Services (TS) online Parking Application System (PAS).

The purpose of this memo is to provide you with information that is intended to supplement what you will receive from Transportation Services (TS) the week of May 19 as well as what is available on their web site. Please share information provided in this memo with anyone in your department who needs parking in 2014-2015.

As you may know, Lori Pendleton and I share L&S parking coordinator duties. Lori is primarily responsible for web application questions, new applicant entry, and information verification/updates. I am responsible for priority list development, special requests, and policy issues.

It is our hope that the information provided in this memo will be helpful to you in answering the questions from your faculty and staff in applying for 2014-2015 parking. If required, we will provide you with regular updates by email on application glitches and fixes, and other pertinent information.

Please contact me at krstephenson@ls.wisc.edu or by phone at 265-6706. Lori is available at ljpendleton@ls.wisc.edu or 263-2301.

The major components of this memo are as follows

- List of dates and deadlines
- Application and Permit Topics
- L&S Priority Point Allocation
- A memo for your faculty and staff to aid them in applying for parking for 2014-2015 (found at the very end of this memo and as an email Word document attachment)
List of Dates and Deadlines

- **May 19 - June 13** – 2014-2015 application period for all faculty and staff. An email will be sent by TS to all current permit holders with instructions on how to apply for parking via the Parking Application System (PAS). Those who are not in the PAS should contact Lori to be entered.

- **June 13** - deadline to apply for base lot, flex, disabled and business alternate parking assignments.

- **June 20** - deadline for department and reserved stall applications and renewals.

- **July 16-21** - applicants notified of parking assignment via email. Parking offers must be claimed through the eBusiness portal. Applicants who did not receive a parking assignment will also receive an email.

- **August 12** – last day to claim 2014-2015 parking assignment. All unclaimed assignments will be canceled and TS will offer those assignments to applicants on the waiting lists. TS is very strict about this deadline. **If any faculty/staff in your department are going to be out of town between July 16 and August 12 they must plan to check their email remotely.** Contact Transportation Services for more details or assistance with the permit acceptance process.

- **August 13** – 2nd round of assignments made from the waiting lists.

- **August 27** – 3rd round of assignments made from the waiting lists.

Parking Rates

A link to a complete list of lot rates and citation information for 2014-2015 will be provided in the Transportation Services email coming the week of May 19. We suggest faculty and staff review the lot rate information when applying.

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

2014-2015 Application and Permit Topics

**UW faculty/staff ID number:**
All faculty and staff need to have a UW ID number that does not include their social security number. ID cards can be updated at the Union South photo id office.

**MyUW Net ID:**
All faculty and staff are required to have a MyUW Net ID to apply for parking. Any employees who need to activate their Net ID should visit the following url:

https://www.mynetid.wisc.edu/activate
The NetID and password is used only to authenticate the employee in the system. New applicants still need to be entered into the PAS by Lori, so have them first obtain a NetID and then contact Lori. If the employee is not added to the PAS, they may login to the PAS with their NetID but they will receive an error message when trying to apply.

**Lot Choices:**
Faculty and staff are strongly encouraged to make 4 lot choices on their parking application to increase their chance of receiving a parking offer. Please reassure them that making 2nd, 3rd and 4th lot choices in no way inhibits their chances of getting their first lot choice.

**Late Applicants:**
Please inform faculty/staff hired in the coming months of the parking deadlines. New hires must have their appointments added to the HRS system to be able to apply for parking. Please work directly with the L&S Payroll Office on fac/staff appointment issues. Also, faculty who are temporarily off campus should be contacted (if they are not checking their UW email) so that they have an opportunity to apply for 2014-2015 parking. These applicants should be urged to apply by the June 13 deadline. Applications received after June 13 will be processed, but the applicants will not receive an assignment in the initial run. They will be placed on the lot waiting lists for consideration during a later round of assignments.

**Lot Acceptance - July 16-21**
Assignments made by TS during this week will be honored until August 12. Lot acceptance must be done through the eBusiness portal at the following url:

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

It is not necessary to claim the assignment on the first day it is offered, but waiting until August 12 is not advised. Faculty and staff will lose their assignments if they wait to claim them after August 12 – no exceptions. If you have any faculty/staff who plan to be gone from July 16 to August 12, they must make arrangements to claim the assignment remotely.

**Waiting lists:**
If faculty/staff in your department do not receive a lot they wish to accept for 2014-2015, they have two options:

1) **Accept** the assignment offered and re-apply for their preferred lot. Please note that a Permit Exchange Fee of $20 is charged if a base or flex lot permit is purchased and then canceled to purchase a different permit unless it’s due to job transfer.

2) **Decline** the lot and remain on the waiting lists for their lot(s) of choice (those with no active assignment may be on up to four waiting lists). Individuals may wish to choose the latter option if they are able to get by without an assignment for a period of time. This is because TS offers any openings in lots first to those with no active lot assignment on campus. Therefore, if your faculty/staff choose not to accept the less preferred assignment, they increase their chances of getting into the preferred lot, but also risk having no assignment at all.
Leaves of Absence:
Faculty who are/were on leave during part or all of the 2013-2014 parking year might not receive an email from TS even if they followed the necessary procedures to put their parking in leave status before they left. If so, they should contact Lori to get back into the PAS. This does not in any way compromise their chances of getting a lot assignment of their choice.

Faculty who are going to be on an approved leave for a portion of the 2014-2015 parking year should complete a parking application and submit it by June 13. This includes those who won’t be on leave until the Spring Semester. Please remind your faculty to let you know about Spring Semester leaves before the parking year begins.

Transportation Services considers a leave to be 3 months or longer and for teaching or research purposes only. When the faculty member going on leave is notified of an assignment to a lot, he/she should accept the assignment and ask Kurt by email that it be put on leave status for the period of their leave. A copy of the leave approval letter should be sent to Kurt as well. This is important as it keeps their parking assignment in the system for when they return to campus. Requests to place a parking assignment in leave status must be endorsed by Kurt, so be sure to send them on to 307c South Hall whenever a leave situation arises.

Business Alternate Permits:
Only one such permit is allowed per faculty/staff employee. The charge for the permit is 1/3 the cost of the selected alternate lot. Justification for the permit needs to be provided on the parking application.

We will review all requests submitted for business alternate permits. If a request meets the TS guidelines and is clearly work-related in nature, we will approve it. TS must then approve the request as well, and the individual must have a high enough priority number to qualify for the permit. TS limits the numbers of alternates allowed per lot, so it is not possible for us to guarantee such permits even if we strongly endorse the need to TS. Remember, the business alternate lot cannot be closer to a faculty/staff member’s main office than the base lot.

UW Disabled Permits:
Those with a DOT permit that expires prior to August 31, 2015 should apply for a UW disabled permit by June 13 on the PAS. When asked for the DOT permit number and expiration month/year, they should enter the month/year listed on their DOT permit. This will allow their application for a UW disabled permit to go through the system. When the DOT permit is extended, the faculty/staff member should go back into the PAS and enter the new/correct expiration date.

Enforcement Issues
Please go to the following url for an explanation of the lot enforcement times and restrictions.

http://transportation.wisc.edu/parking/lotInfo_hours.aspx
L&S Priority Point Allocation

**The L&S priority point system for the 2014-2015 parking year will remain unchanged from previous years.**

Priority list development:
The Office of Transportation Services mandates that we submit a single ranked list of all L&S payrolled employees applying for parking assignments in 2014-2015. The College priority list is then integrated with those of all other campus units into a single list, and lot assignments are made by computer selection from the combined list. The priority list for the College will include those presently in the system and new applicants in 2014-2015. The best time to apply for a parking assignment is now during the annual exercise because this is the time of highest probability of obtaining an assignment to a lot of one's choice.

The L&S priority list, like all priority lists from the various campus units, is developed anew each year. It is necessary to do so because employees come and go with new hires, resignations, transfers, retirements, and leaves of absence. Also, parking availability shifts due to changes in rates, stall availability, construction, enforcement times, and permit types. The result is that an assignment in a particular lot for one year does not guarantee an assignment in that same lot the next year.

To develop the priority list, the College uses a simple formula-driven prioritization process as approved by the L&S Parking Policy Review Committee. Priority numbers, as in past years, will be determined on the basis of age, with points added based on rank/title for faculty, academic and classified staff.

Special priority points:
These will be considered for work-related needs only, as endorsed by the Departmental Chair. For 2014-2015, we need to have requests for special consideration from the department chair. In the absence of such a request, prior year special points will be dropped and some of your faculty/staff might lose their usual lot assignment. If you need more specific information about prior year special point allocations for your faculty/staff, please let us know.

Some examples of work-related needs include frequently transporting instructional and research equipment and active experiments between buildings, traveling frequently between state agency buildings or vendors and the UW to conduct UW business, and academic outreach activities. The following is a brief summary of the other common types of special points requests and the Committee’s recommendations:

* health issues - Special points will not be given for requests of this nature. Applicants should obtain a permanent DOT permit and then apply for a UW disabled permit on the PAS for the lowest base lot rate. See the following web page for more info.  
    [http://transportation.wisc.edu/parking/permit_disabled.aspx](http://transportation.wisc.edu/parking/permit_disabled.aspx)
* safety concerns - Special points will not be given for requests of this nature. The Office of Transportation offers nighttime safety services like SafeWalk and SafeRide, Saferide Cab and free bus services. Also, lot enforcement times are structured so faculty and staff working late can park in many lots across campus after 4:30 p.m. Please see the following TS pages for more information.

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

* family issues - (daycare, homebound care for family members, home residence is distant from campus, etc.) Special points will not be given for requests of this nature. Applicants with family issues should consult with their departmental chairperson to explore schedule options to meet their needs.

* carpool - Additional priority points are given to carpoolers. Please see the information about carpoolers below.

**Special Point Request Process:**
If an applicant in your department is considering making a request for special point consideration for a base lot or business alternate permit, please make him/her aware of the policy and alternatives mentioned in the preceding paragraphs first. If they wish to submit a request, they should do the following:

1) Make a written request to the Chair briefly outlining the special parking need
2) The Chair must then endorse the request(s)
3) Submit the special point requests for your department to Kurt by June 13 (email is fine).

**Carpools:**
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 a 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

As in the past the L&S Parking Policy Review Committee will still provide additional parking priority points for carpoolers who do not wish to participate in the new program, wish to park in a lot not included in the new program, or have a carpool of only two employees. A fixed scale point system as follows is in effect.

2 person carpool = 4 additional points
3 person carpool = 6 additional points
4 person carpool = 8 additional points
5 or more person carpool = 10 additional points
Only UW employees riding in a carpool are eligible toward the count above. Spouses who drive in together are considered a carpool. Each member of the carpool may submit an application for parking. Once parking offers are made, the employee from the carpool who receives the best parking assignment should claim it. The permit holder then needs to register the carpool with Transportation Services. If others in the carpool receive a parking offer, they should decline the offer and cancel their application. Please refer to the Carpool Policy at the following url for further details:

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

**To ensure that carpool points are added, please email Lori Pendleton 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.**
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 2014-15 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.