

May 8, 2020

To: Chairs, Directors, and Department Administrators

From: Kurt Stephenson
L&S Unit Transportation Coordinator (UTC)

Re: 2020-2021 Parking Information

Although there are many unknowns regarding the upcoming 2020-2021 academic year, campus and Transportation Services have decided to proceed as usual with the parking application process. **The application period is from May 11 to June 5. All applications must be submitted via the Transportation Services (TS) online Parking Application System (PAS)** (<https://www.fpm.wisc.edu/trans/Permits/Default.aspx>).

It is my hope that the information provided in this memo will be helpful to you in answering questions from your faculty and staff who are applying for 2020-2021 parking. If required, I will provide you with regular updates via email regarding application glitches and fixes, and other pertinent information.

I can be contacted at kurt.stephenson@wisc.edu or by phone at 265-6706.

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 2020-2021 parking (found at the end of this memo and as a separate Word document attachment)**

List of Dates and Deadlines

- **May 11 - June 5** – 2020-2021 parking 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 PAS. Those who are not in the PAS should contact me to be entered.
- **June 5** - deadline to apply for baselot, flex, disabled, and business alternate parking assignments.
- **June 19** - deadline for department and reserved stall applications and renewals.
- **July 13-17** - applicants notified of parking assignment via email.
- **August 1** – bus passes, afternoon, night, and motorcycle permits available for purchase through the eBusiness portal.
- **August 4** – last day to claim 1st round 2020-2021 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. Contact TS for more details or assistance with the permit acceptance process.
- **August 5-6** – 2nd round of assignments made from the waiting lists.
- **August 19** – 3rd round of assignments made from the waiting lists

2020-2021 Application and Permit Topics

HRS Payroll System:

All UW employees must have an active appointment in the HRS payroll system to apply for parking.

MyUW Net ID:

All UW employees 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 website:

<https://www.mynetid.wisc.edu/activate>

The NetID and password are used only to authenticate the employee in the system. New applicants still need to be entered into the PAS, so have the employee first confirm they have an active UW appointment and then contact me. If the employee is not added to the PAS, they will receive an error message when trying to apply.

New Employee Webpage:

Please direct any new employees to the New Employee webpage to explain how UW-Madison parking works and to promote alternate transportation programs:

<https://transportation.wisc.edu/new-employees/>

Parking Rates:

Before submitting an application, employees should check the TS website to confirm the cost of the permit(s) for which they are applying:

<http://transportation.wisc.edu/resources/policies.aspx>

Lot Choices:

When applying for a baselot or flex permit, employees are strongly encouraged to make **4 lot choices** on their parking application. This will increase their chance of receiving a permit offer. Please reassure employees that making 2nd, 3rd and 4th lot choices in no way inhibits their chances of getting their 1st choice lot.

Late Applicants:

Please inform employees hired in the coming months of the parking deadlines. In addition, faculty who are temporarily off campus should be contacted (if they are not checking their UW email) so they have an opportunity to apply for 2020-2021 parking. These applicants should be urged to apply by the June 5 deadline. Applications received after June 5 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.

Permit Acceptance - July 13-August 4:

Assignments made by TS July 13-17 will be honored until **August 4**. Permit acceptance must be done through the eBusiness portal at the following website:

<https://uwtransservices.t2hosted.com/Account/Portal>

An employee will lose their assignment(s) if they do not claim their permit(s) by August 4 – no exceptions. If you have any faculty/staff who plan to be gone from July 13 to August 4, they must arrange to claim the assignment(s) remotely.

Waiting lists:

In some instances an employee may not receive a parking permit offer. In this case the employee will automatically be placed on the waiting lists for the lots for which they applied. The employee should submit another parking permit application with new lot choices during the next round of parking applications.

If an employee in your department does not receive a permit offer for their preferred lot for 2020-2021 but receives a permit offer for a less preferred lot, they have two options:

Option 1: Accept the less preferred assignment offered and re-apply for their preferred lot. Please note that a Permit Exchange Fee of \$25 is charged if a base or flex lot permit is purchased and then canceled to purchase a different permit.

Option 2: Decline the less preferred assignment offer and remain on the waiting lists for their lot(s) of choice.

Individuals may wish to choose the latter option if they are able to get by without a parking assignment for a period of time. TS offers any permit openings in lots first to those with no active lot assignment on campus. Therefore, if an employee chooses to not accept the less preferred assignment, they increase their chance of getting into their preferred lot, but also risk having no assignment at all.

Business Alternate Permits:

Only one such permit is allowed per employee. The charge for the permit is 1/3 the cost of a base lot permit for 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 number of business alternates allowed per lot, so it is not possible for us to guarantee such permits even if we strongly endorse the need to TS. The business alternate lot cannot be closer to an employee's main office than their baselot.

UW Disabled Permits:

Please refer to the following website for disabled parking details:

<https://transportation.wisc.edu/accessible-transportation-options/#parking>

Employees with a DOT permit should apply for a 2020-2021 UW disabled permit by June 5. If an employee's DOT permit expires prior to August 31, 2020, they should enter that date in the PAS application to allow their application for a UW disabled permit to go through the system. When the DOT permit is extended, the employee should go back into the PAS and enter the new/correct expiration date.

Leaves of Absence:

Faculty who are/were on leave during part or all of the 2019-2020 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 me 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 2020-2021 parking year should complete a parking application and submit it by June 5. TS 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, they should not accept the assignment and make a request to TS that it be put in leave status for the period of their leave. A copy of the leave approval letter must be sent to TS by August 4. This is important as it keeps their parking assignment in the system for when they return to campus.

Faculty/staff transitioning to Emeritus Status:

Faculty/staff who retire in the spring or early summer of 2020 and plan to return with emeritus status who will require parking for the 2020-2021 academic year may encounter difficulty with their parking application. Those who apply for parking before their retirement date can successfully apply for a 2020-2021 parking permit, but when their appointment terminates their application will be removed from the PAS if the employee has no other active appointment. To avoid this problem, departments should make sure the employee remains in active employment status without any time gap between appointments.

Enforcement Issues

Please visit the following website for an explanation of 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 2020-2021 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 2020-2021. 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 2020-2021. 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, and retirements. 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 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 and title points.

Special priority points:

These will be considered for work-related needs only. Some examples of work-related needs include frequently transporting instructional and research equipment or active experiments between buildings, traveling frequently between state agency buildings or vendors and the UW to conduct UW business, and academic outreach activities. **Requests for special consideration must be received from the department chair. In the absence of such a request, prior year special points will be dropped and some 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 me know.

Special Point Request Process:

If an applicant in your department is considering making a request for special point consideration for a

parking permit, 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 5.

The following is a brief summary of other common types of special points requests that are not work related and the Committee's recommendations:

Health issues - Special points will not be given for requests of this nature. Applicants should obtain a DOT permit and then apply for a UW disabled permit on the PAS. See the following web page for more info.

<https://transportation.wisc.edu/accessible-transportation-options/>

Safety concerns - Special points will not be given for requests of this nature. TS offers nighttime safety services like SafeWalk, cab service, and bus services. In addition, 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 page 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.

Carpools - Additional priority points are given to carpoolers. Please see the information about carpools below.

Carpools (Two options):

Option 1 - This option is for employees who have a carpool of only two employees, wish to park in a lot not included in option 2, or do not wish to participate in option 2. As in the past, employees participating in this option will receive additional parking priority points. A fixed scale point system is used:

- 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.

Option 2: This option is for carpools of 3 or more employees who wish to park in lot 6, 7, 17, 29, 34, 36, 46, 60, 62, or 76. This option does not require an application in the PAS. As the odds of receiving a carpool permit are greatly increased using this option, we strongly encourage any carpoolers with 3 or more members who wish to park in one of the designated lots to participate in option 2.

Details for both carpool options are available at the following website:

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

Date: May 8, 2020

To: L&S Faculty and Staff

From: Kurt Stephenson
L&S Unit Transportation Coordinator (UTC)

Re: 2020-2021 Parking Application Process

Although there are many unknowns regarding the upcoming 2020-2021 academic year, campus and Transportation Services have decided to proceed as usual with the parking application process. During the week of May 11, Transportation Services (TS) will email parking application notices to all UW-Madison employees who currently have a parking assignment or are on a waiting list(s) for an assignment. **The parking application period is from May 11 to June 5.**

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 to apply for parking.
- You must have a MyUW Net ID and password to apply for parking.

NEW FOR 2020-2021

Rate Changes:

Permit rates will remain unchanged from last year. Before submitting your application, please check the TS website to confirm the cost of the permit(s) for which you are applying:

<http://transportation.wisc.edu/resources/policies.aspx>

Permit Pick-up:

Due to Covid-19 safeguards, all parking permits purchased during the three rounds of summer applications as well as bus passes will be mailed to employees.

Construction Impact:

- Lot 19 – Lot projected to open September 1, 2020
- Lot 40 – Permanent reduction of 54 stalls
- Lot 55 – Lot closed until December 2020 – no permits available
- Lot 57 – Lot closed September 2020 to January 2021 – no permits available
- Lot 62 – Reduction of 168 stalls for fall 2020. Lot closes permanently January 2021. All permits transferred to lot 67. Transferred permits will be charged at the tier 2 rate.
- Lot 67 – New parking garage opening January 2021
- Lot 78 – Lot closed May 2021 to November 2023
- Lot 87 – Lot opening August 2020

For those who currently have a 2019-2020 parking assignment:

In the email you will receive from TS the week of May 11, you will be directed to the following web address to apply for a parking permit:

<https://www.fpm.wisc.edu/trans/Permits/Default.aspx>

After you have successfully logged in with your MyUW net id, permit choices you made last year should be shown on the screen. You may choose to re-apply for these same permits 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 from TS. 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 department administrator or payroll coordinator with any questions about this step.
- 2) You will need to contact me (kurt.stephenson@wisc.edu, 265-6706) to be entered into the Parking Application System (PAS). Email is preferred so I can reply directly to you and retain a written record of the notification. Please include the following information in your email message:
 - Full name as it appears in HRS
 - Payroll title and department
 - Date of birth

I will then enter you into the PAS and notify you via email. You are now ready to apply for parking at the following url:

<https://www.fpm.wisc.edu/trans/Permits/Default.aspx>

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

Important Note:

Make your lot choices carefully. I 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 not 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 5, 6, and 19. You may also choose to apply for new lot choices.

Business alternate and disabled permits - 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 2020-2021, it is advisable to check it over for accuracy. You may go back into the PAS to make any changes as needed until June 5. A confirmation email will be sent by TS to indicate you have successfully submitted your application.

Carpools- There are two options for carpooling.

Option 1: This option is for employees who have a carpool of only two employees, wish to park in a lot not included in option 2, or do not wish to participate in option 2. As in the past, employees participating in this option will receive additional parking priority points.

Only UW employees are eligible toward the carpool count. 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 TS. If others in the carpool receive a parking offer, they should decline the offer by not claiming it.

**** To ensure that carpool points are added, please email me at kurt.stephenson@wisc.edu prior to June 5 indicating your plan to carpool, the number of employees in your carpool, and each carpooler's name.**

Option 2: This option is for carpools of 3 or more employees who wish to park in lots 6, 7, 17, 29, 34, 36, 46, 60, 62, or 76. This option does not require an application in the PAS. As the odds of receiving a carpool permit are greatly increased using this option, we strongly encourage any carpools with 3 or more members who wish to park in the designated lots to participate in option 2.

Details for both carpool options are available at the following website:

<https://transportation.wisc.edu/carpool/>

Purchasing your permit – All permit offers are sent to employees from TS via email. Permits must then be accepted/purchased through the eBusiness portal:

<https://uwtransservices.t2hosted.com/Account/Portal>

All permits purchased over the summer will be mailed to employees.

Cancelling your permit - Permits must be returned to a TS office to be cancelled. Refunds/payroll deduction cancellations are based on the date the permit is received in the TS office.

Important Dates:

- **Week of May 11** - Email sent to current permit holders to apply for 2020-2021 parking.
- **June 5** - Deadline for all applicants to apply for parking online; includes annual baselot, Park & Ride, business alternates, flex, and UW disabled permits.
- **July 13-17** - Parking assignments emailed to customers. Use eBusiness to claim permits and select payment method for your parking assignment.
- **August 1** - Bus passes, afternoon, night, and motorcycle permits available for purchase through eBusiness.
- **August 4** - Last day to claim 1st round parking assignments. Unclaimed assignments will be

offered to customers on waitlists on August 5-6. Claim your assignment before this date, as offers cannot be recovered later.

- **September 1** - New permits must be displayed on vehicles parked on campus. One hangtag permit available to each permit holder. This date is subject to change based on the Covid-19 related campus situation.