

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.