Date: May 19, 2022

To: L&S Faculty and Staff

From: Kurt Stephenson and Dustin Ludke

 L&S Unit Transportation Coordinators (UTCs)

Re: 2022-2023 Parking Application Process

The process to apply for 2022-2023 (September 1, 2022 to August 31, 2023) parking will soon be underway. Beginning May 19, Transportation Services (TS) will email parking application notices to all UW employees who currently have a parking assignment or are on a waiting list(s) for an assignment. **The parking application period is from May 19 to June 10.**

**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 payroll system to apply for parking.
* You must have a MyUW Net ID and password to apply for parking**.**

**NEW FOR 2022-2023**

* **Rate Changes (see website for details –** [**TS 2022-2023 Program and Rate Changes Brief**](https://deh3q06fonbca.cloudfront.net/wp-content/uploads/sites/28/2022/05/2022.23-Rate-and-Policy-Changes.pdf)**)**
	+ Most permit types have increased in cost by 1% this year. Before submitting your application, please check the TS website to confirm the cost of the permit(s) for which you are applying.
	+ The Flex parking program maximum daily rate will increase to $12 per day. There will now be two types of Flex permits (Flex Gated and Flex Surface).
* Multi-day parking passes have been discontinued
* Lot 203 Park & Ride is closing permanently. This is a new development. TS is assessing the need to alter the Park & Ride lot 202 route due to the lot 203 closure and will be providing more information.

**Construction Impact:**

* Lot 22 – Lot closing permanently
* Lot 40 – Reopening fall 2022
* Lot 55 – Reopening fall 2022
* Lot 57 - Lot closed until spring 2023
* Lot 78 – Lot closed due to construction

**For those who currently have a 2021-2022 parking assignment:**

In the email you will receive from TS beginning May 19, 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.

1. You will need to contact Dustin (dludke@wisc.edu, 265-8301) or Kurt (kurt.stephenson@wisc.edu, 265-6706) to be entered into the Parking Application System (PAS). Email is preferred so we 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

**We 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 base lot, business alternate, disabled, flex, and Park and Ride assignment choices. You may make up to four base lot or flex lot permit choices.

**Important Note**:

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

If you are not successful in obtaining any of your four permits 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 3, 4, and 17. You may also choose to apply for new permit 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 2022-2023, it is advisable to check it over for accuracy. You may go back into the PAS to make any changes as needed until June 10. 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 Kurt at** **kurt.stephenson@wisc.edu** **prior to June 10 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, I strongly encourage any carpoolers 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 Flexport (formerly eBusiness) purchasing portal:

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

**Cancelling your permit** - Refunds/payroll deduction cancellations are based on the date the permit is received in the TS office. Permit cancellation details can be found here:

 <https://transportation.wisc.edu/permits/#Cancel>

**Important Dates:**

* **Beginning May 19 -** Emails sent to current permit holders to apply for 2022-2023 parking.
* **June 10 -** Deadline for all applicants to apply for parking online; includes annual baselot, Park & Ride, business alternates, flex, and UW disabled permits.
* **July 21-26 -** Parking assignments emailed to customers. Use Flexport to claim permits and select payment method for your parking assignment.
* **August 1** - Bus passes, afternoon, night, and motorcycle permits available for purchase through Flexport.
* **August 2 -** Last day to claim 1st round parking assignments. Unclaimed assignments will be offered to customers on waitlists on August 3-4. 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.