

Hello Valued Temple University Employees!

With the Fall Semester fast approaching, the Parking Services team has been working hard to get our facilities ready for our students and staff. In an effort to accommodate the different schedules our employees may have due to the continuing COVID-19 social distancing recommendations, we are offering three different parking options for employees. Your permit will be mailed directly to your house. *Please update your primary mailing address in TUportal immediately. Failure to update your address will result in you not receiving your permit.*

### **Main Campus Parking Options**

All parking payroll deductions were temporarily stopped effective April 1, 2020, and they will be turned back on effective August 1, 2020. YOU MUST TAKE THE FOLLOWING ACTION IF YOU DO NOT WISH TO BE CHARGED:

1. **If you had full-time parking prior to COVID and will be returning to work full-time effective August 1, 2020**, no action is needed on your part. You will begin to be charged the \$120/month rate and a permit will be mailed to your house. *Please review and update your primary mailing address in TUportal immediately. Failure to make necessary updates to your address will result in you not receiving your permit.*
2. **If you are unsure of your work schedule and/or you are not sure when you will be returning to work**, you should go to TUportal to **stop your parking payroll deductions by July 31, 2020**. Please follow these instructions to successfully submit a payroll deduction application form.
  - 1) Access the Parking Deduction form from the University Forms subsection within TUportal.
  - 2) Remove date from "Start Date" field if applicable.
  - 3) Enter 07/31/20 in the "End Date" field.
  - 4) Confirm accuracy of the information in "Vehicle Form"
  - 5) Select "Stop Application" button found at the bottom of the form to submit.

Once you are ready to return to campus, you will need to reenroll for parking and obtain a permit. To reenroll, you must go to TUportal to start your parking payroll deductions. You must complete this online – *Parking Services is not completing transactions in its office*. Once reenrolled, your permit will be mailed to your house. *Please review and update your primary mailing address in TUportal immediately. Failure to make necessary updates to your address will result in you not receiving your permit.*

3. **If you will not be on campus full-time, you can opt to utilize the \$10 pay-per-entrance Flex parking**. If you want to utilize this option, you must first cancel your full-time parking deduction (if applicable) in TUportal. You can then enroll in Flex parking payroll deductions (**no later than noon on July 17, 2020**), and have funds automatically added to your account on a pre-tax basis by August 1<sup>st</sup>. These parkers are assigned to the Liacouras Garage, Montgomery Garage, 15<sup>th</sup> Street Lot, Diamond Street Lot or Temple Towers Lot. Flex parking permits are only available at one specific parking facility. Flex parking requires a deposit of funds into your parking account prior to use. Flex parking is only valid between 7:00 AM – 10:45 PM and does not provide a guaranteed parking space. A permit, which must be renewed every July and January, will be mailed to your house. *Please review and update your primary mailing address in TUportal immediately. Failure to make necessary updates to your address will result in you not receiving your permit.*

### **Ambler Campus Parking**

Ambler employees have the option to pay \$120 for the entire academic year (September through August). There is no reciprocity between campuses, and Ambler employees who need to park on Main Campus will need to register as Flex parkers or park in a visitor lot.

Please note that these dates may change because of unforeseen circumstances.

Your parking permit and Temple OWLcard are the mechanisms that control access to your assigned parking area. Failure to display your permit may result in a citation. In addition, availability of areas and parking assignments are subject to change during summer, holidays, and some special events.

### **Announcements**

In the Spring Semester 2020, we rolled out an upgrade of “Tap & Go” for Bell & Montgomery Garages. We are so excited to introduce additional technology for the Fall Semester; you can now enter and exit your garage by using your iPhone or Apple watch. At the Bell and Montgomery Garages, you can now enter and exit the facilities by simply tapping your ID, iPhone or Apple watch if you have assigned parking in these facilities. No need to swipe any longer! This is a faster way of entering and exiting and you do not have to worry if you forgot your Temple OWLcard.

To continue adhering to social distancing guidelines, we will not be accepting walk-ins at our office in the fall. We are in the process of developing an appointment system where you can schedule an in-office appointment with us if your issue cannot be resolved remotely. Please look out for additional information on this scheduling system in the coming weeks.

[Watch How to Purchase Parking Online.](#)

Follow us on social media for updates, road closures, contests, and more.

For more information on these parking options, please visit our [brochure](#).