

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. Note that the following options are only available at the Temple University parking facilities at the Health Sciences Center campus (Battersby Lot and Carlisle West Garage). *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.*

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 \$125/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.*
1. **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 August 1, 2020**. Please follow these instructions to successfully submit a payroll deduction stop 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 the "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*. 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.*

1. **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>. If you miss this deadline, you'll need to add funds via a credit card and payroll deductions can begin the following month. Follow the steps below to submit a parking deduction change application:

- 1) Select Start date prior to August 1, 2020.
- 2) Health Sciences Campus should be selected under "Campus" field
- 3) Please make sure to select the appropriate deduction option for pay cycle and amount of funds added to Flex parking account (see below for options)

Monthly Pay cycle			Biweekly Pay cycle		
Payroll Type	Amount	Parking Access	Payroll Type	Amount	Parking Access
MA - Flex Monthly	\$100.00	10 Entries/month	BA - Flex Bi-Weekly	\$46.15	4 Entries/ 2 weeks
MB - Flex Monthly	\$150.00	15 Entries/month	BB - Flex Bi-Weekly	\$69.23	6 Entries/ 2 weeks
MC - Flex Monthly	\$200.00	20 Entries/month	BC - Flex Bi-Weekly	\$92.31	9 Entries/ 2 weeks
MD - Flex Monthly	\$250.00	25 Entries/month	BD - Flex Bi-Weekly	\$115.38	11 Entries/ 2 weeks

- 4) Select **PCF** under "Preferred Lot #1"

5) Complete all vehicle information

These parkers are assigned to the Carlisle West Garage. Flex parking is valid 24 hours at the Carlisle West Garage, which closes on Friday at 10:00 PM and reopens Monday at 5:00 AM. Flex parking does not provide a guaranteed parking space. Flex parking requires a deposit of funds into your parking account prior to use. This is a temporary parking option until the University resumes normal operations. **You will need to print out your temporary permit and display it on your dashboard.**

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

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.](#)