

METROPOLITAN STATE UNIVERSITY

Employee Parking Registration

Payroll Deduction Form

Please check your primary work campus:

|                        |                   |                    |
|------------------------|-------------------|--------------------|
| Saint Paul Campus      | Minneapolis (MEC) | Dental Clinic      |
| Brooklyn Park (LECJEC) | Midway            | Other (List Site): |

**General Information**

- Parking fees may be paid by either payroll deduction or one payment per semester.
- **Hangtag Issuance:** Employees who register and park in the Saint Paul ramp or MCTC ramp do not need a university hangtag; instead they will only need their ID card activated for parking. All others will be issued a university hangtag and have their ID card activated for parking. Employees who register for parking with handicap plates or state-issued handicap parking hang tag will be issued a university hangtag for parking in eligible university handicap stalls.
- **Returning a hangtag:** Hangtags are to be returned to the Building Services Office (Founders Hall, Office 321) on the date of payroll deduction termination.
- **Special MCTC Instructions:** Employees working permanently at our Minneapolis campus will need to receive a MCTC parking hang tag at the security desk located near the parking ramp skyway. The security officer will ask to see your Metropolitan State ID card.
- **Authorized Use:** ID cards and hangtags are to be used by applicant only and failure of this condition could result in a parking fine, and/or loss of parking privileges, or discipline.

**Application for Payroll Deduction of Parking Fees**

- **The parking rate per FTE per pay period is (Note: Community Faculty use a different form):**  
.75 -1.0 FTE: \$18.00    .50 - .74 FTE: \$13.50    .25 -.49 FTE: \$9.00    Less than .25 FTE: \$4.50
- This deduction will be taken pre-tax from your paycheck. Parking fees for starting or stopping are always for a full pay period; there are no partial/prorated deductions.
- **Stopping/Re-starting payroll deduction:** Once you sign up for payroll deduction, it is ongoing until you request its cancellation. You may request a stop and re-start of payroll deduction only one time per fiscal year (July 1 – June 30).
- **Adjustments, refunds or cancellations:** All requests for adjustments, refunds or cancellations must be directed to Metropolitan State Building Services Office. Should a reimbursement be required, the maximum amount is two pay periods; therefore, be sure to check your pay stub for proper deductions when you make any changes to your parking deduction. To terminate payroll deductions for parking, complete the Authorization to Terminate section below and submit to the Building Services Office 14 days prior to the effective date of cancellation. Cancellations will be effective as of the pay period end-date after such notice.
- I have read the conditions above and agree to abide by the same. By signing below, I hereby authorize the Commissioner of MMB to deduct a parking fee from my payroll every pay period for amounts due under the parking contract with Metropolitan State University.

\_\_\_\_\_  
Applicant Name (print first, MI, last)

\_\_\_\_\_  
Employee Tech ID

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Vehicle #1 Make

\_\_\_\_\_  
Plate Number (include Handicap Tag Number if applicable)

\_\_\_\_\_  
Vehicle #2 Make

\_\_\_\_\_  
Plate Number

\_\_\_\_\_  
Hangtag Number (Initial)

\_\_\_\_\_  
Deduction Start Date

**Send Form to Building Services: Founders Hall Suite 321**

I authorize Metropolitan State University to TERMINATE this deduction on:

\_\_\_\_\_  
Termination Date  
(will be pay period end-date)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Today's Date

(Building Services and Financial Management use only)

Date Hangtag Returned: \_\_\_\_\_

Date Payroll Deduction Termination Entered into SEMA4: \_\_\_\_\_