

MyCommute

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Purpose

To provide a unified mobility service to OHSU members. The system will allow for planned and unplanned trips as well as incentives that promote innovation and transformation of travel behavior. Additionally, the system will support the growth and environment of OHSU and the surrounding community.

Definitions

OHSU Members: OHSU members as defined in the code of conduct.

OHSU Employees: OHSU employees are assigned an employee ID number and receive pay directly from OHSU.

OHSU Students: OHSU students are assigned a student ID number and are defined by ID badge support. They do not receive pay directly from OHSU.

Vendor, Contractor, Affiliate Staff, Volunteer, or Visiting Researcher/Student: These members do not receive pay directly from OHSU. They may be hired through an affiliate organization.

Eligibility

Eligibility for MyCommute is determined by the following:

- Must have OHSU Network access
- Must have a work or campus location within the [TriMet Service Area](#) or telecommute

Registration

OHSU Employees

OHSU employees register by logging into the [MyCommute portal](#) and filling in the requested information.

OHSU Students

OHSU students register by logging into the [MyCommute portal](#) and filling in the requested information.

If they want to be paid any incentives they have earned they need to fill out the [payee form](#), as well as provide their current address and social security number or tax ID.

Contractors, Vendors, Volunteers and All Other Eligible Members

OHSU members other than employees and students register by logging onto a computer connected to the OHSU network and completing an opt in form. The opt in form takes one business day to process. Once the opt in form is processed they can log into the MyCommute portal and fill in the requested information.

A [payee form](#) needs to be filled out by these members if they want to receive payment for MyCommute use.

Access

MyCommute is accessed through the [Luum](#) desktop application and can be additionally accessed by downloading the Luum app in the [iTunes](#) store or [Google play](#) store and using a mobile device.

Additional apps available through these stores can connect to MyCommute for automatic trip logging. The current list of applications is available on the internal [O2 MyCommute page](#).

Logging Trips

Trips are logged in MyCommute in the commute calendar available through the [desktop application](#) or on a mobile device.

The commute calendar can be adjusted though the end of the pay period. The pay period ends at midnight every other Sunday and at that time it is no longer available for changes.

Parking Reservations

Members on OHSU payroll can make parking reservations in some areas using the reservations feature. Reservations can be made for the day of or up to five days in advance. Any changes or cancellations to parking reservations must be made by 10 am the day of the reservation.

Transportation Modes

Each mode of transportation corresponds to an icon available in the commute calendar.

Bike icon: Any zero-emission, human-powered, wheeled transport that can legally travel in a bike lane such as bikes, electric bikes, scooter, skates, etc.

Bus icon: Any public bus including TriMet, C-Tran, CC Rider and shuttles used for commuting from home but not between work sites.

Carpool icon: Any ride shared between commuters, including Scoop, carpool permits, Lyft line and Uber Pool. Does not include being dropped off unless more than one person is dropped off at work.

Drive alone icon: Any trip where the driver parks on campus and is the sole person arriving for work or school.

Vanpool icon: Larger than a personal vehicle and smaller than a bus, a vanpool is typically operated or leased by a third-party that explicitly identifies itself as a vanpool operator.

Walk icon: Primary commute by walking, running or assisted device.

Light rail icon: Any trip by passenger rail including TriMet light rail MAX, Portland Streetcar, WES Commuter Rail and Amtrak.

Ride hail icon: For single passenger trips to OHSU where the driver is not also arriving for work or school. Includes single rider trips by Uber, Lyft, and drop offs by personal acquaintance.

Telecommute icon: Work performed for OHSU offsite in lieu of any travel to an OHSU site that day.

Motorcycle icon: Any motorized vehicle designed to travel with not more than three wheels in contact with the ground, with a seat or saddle for use of the rider, with a motorized speed that can exceed 20mph on level ground.

Parking icon: A trip that reserves parking in a lot through MyCommute for a registered vehicle and results in a parking charge being directly deducted through the user's payroll.

Incentives and Rewards

MyCommute incentives are earned for inbound trips to OHSU on weekdays for work or education purposes. The following modes are eligible for incentives:

Walking, running, or assisted device: A trip of at least one mile or if walking, running, or assisted device was the only commute mode.

Biking: A trip of at least two miles or if biking is the only commute mode.

Additional incentives and rewards may be made available on an intermittent basis at the discretion of Transportation & Parking. These can be viewed in the MyCommute platform.

Payment

Members on OHSU Payroll

OHSU members on OHSU payroll will receive their payment incentive in the earnings section of their paystub. Payments occur the Friday following the pay period close.

Parking reservation charges will be deducted through payroll the Friday following the pay period close.

Members Not On OHSU Payroll

OHSU members not on OHSU payroll must complete a payee form to receive payment. Members will receive payment by mailed checks to the address provided on the payee request form. They may opt into direct deposit if that payment method is preferred over checks.

Appeals

If there appears to be an error in the parking charges area of MyCommute an appeal can be made by selecting the link next to the date and charge and filling out the form. The user will be contacted within three business days with a resolution.

Audits

OHSU audits MyCommute for compliance each pay period. Misuse of the program found during the audits is communicated to the member and their manager when first discovered. Any additional misuse found by a member following the first communication will be additionally communicated to HR and may result in disciplinary action at the discretion of their manager, HR or both.

Process Management and Inquiries

The Director of Transportation & Parking manages implementation of this procedure and any questions should be directed to them.

Related Documents

[OHSU Code of Conduct](#)