



OHSU CAMPUS SERVICES
Payroll Deductions

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PURPOSE:

To provide OHSU employees with a convenient payment option for fees associated with an employee’s guaranteed daily parking (GDP), wage based daily parking, legacy annual permits, bike facility, transit pass, or ticket fines through biweekly payroll deductions.

DEFINITIONS:

Employee: Refers to an OHSU Employee who is paid through the OHSU Payroll Department.

PROCEDURE:

Qualifications for Payroll Deductions

To have fees deducted from your paycheck you must be an OHSU employee.

Parking Permits and Transit Passes

Should an employee wish to start or stop payroll deductions for a Legacy Annual parking permit or transit pass, they will need to submit a request to commute@ohsu.edu.

Sending Transactions to Payroll

Agreement to payroll deductions is included in the MyCommute terms and conditions. By reserving parking through MyCommute or utilizing a Guaranteed Daily parking permit, agreement to payroll deductions is implied. Transactions will only be sent to payroll by Campus Access and Commute Services (CACS). According to a schedule set forth by the OHSU Payroll Department, all new transactions must be sent biweekly (Monday before each OHSU pay day) to the OHSU Payroll Department for processing.

If it is determined that parking charges cannot be deducted through payroll, CACS will contact the employee to arrange for payment.

PROCESS MANAGEMENT AND INQUIRIES

CACS manages implementation of this procedure and any questions should be directed to them.

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ADVISING COMMITTEE(S):

Strategic Transportation and Parking Advisory Committee