



OHSU CAMPUS SERVICES
MyCommute Procedure

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PURPOSE:

MyCommute is a centralized commute hub that allows users to log their daily commute trips, create daily parking reservations, request Guaranteed Ride Home and enroll and participate in rewards challenges.

PERSONS AFFECTED:

Eligibility for MyCommute is determined by the following:

1. Must have OHSU Network access
2. Must have a work or campus location or telecommute within the TriMet Service Area

DEFINITIONS:

OHSU Members: OHSU Members as defined in the OHSU Policy No. 01-01-000 Definitions and Interpretations.

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.

RESPONSIBILITIES:

Registration

OHSU Employees

OHSU employees register by logging into the MyCommute portal and completing the onboarding process.

OHSU Students

OHSU students register by logging into the MyCommute portal and completing the onboarding process. If a student would like to be paid MyCommute incentives, a payee form must be completed.

MyCommute 404.09.101 Rev. 06.08.2021



OHSU CAMPUS SERVICES MyCommute Procedure

Contractors, Vendors and Volunteers

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 will be able to log into the MyCommute portal and complete the onboarding process. A payee form will need to be filled out by these members if they want to receive payment for MyCommute incentives.

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. Duo Mobile authentication is required.

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.

PROCEDURE:

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 for available areas using the reservations feature. Reservations can be made for up to eight days in advance. Any changes or cancellations to parking reservations must be made by 10 am on 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, 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.

MyCommute 404.09.101 Rev. 06.08.2021

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OHSU CAMPUS SERVICES MyCommute Procedure

- **Carpool icon:** Any ride shared between commuters. Does not include being dropped off unless more than one person is dropped off at work.
- **Scooter icon:** A zero-emission device that is street legal in local bike lanes, including electric and non-electric scooters that are personally owned or rented by the trip.
- **Single Occupancy Vehicle 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:** Entire commute completed by walking, running or with an 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:** If the entire commute is completed by walking, running or assisted device.
- **Biking:** A trip of at least two miles or if biking is the only travel mode.
- **Scooter:** A trip of at least two miles or if scooter is the only commute mode.

Additional incentives and rewards may be made available on an intermittent basis at the discretion of Campus Access and Commute Services (CACS). These can be viewed in the MyCommute platform.

MyCommute 404.09.101 Rev. 06.08.2021



OHSU CAMPUS SERVICES MyCommute Procedure

Do Not Ticket Log

MyCommute eligible employees may self-report patient parking coverage through MyCommute for qualifying visits. Please see the Patient Parking Procedure to determine qualifying visits.

Payment

Members on OHSU Payroll

OHSU members on OHSU payroll will receive any earned payment incentives and will see any parking charges deducted 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 checks mailed to the address provided on the payee request form. They may opt into direct deposit if preferred.

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 via an auto-generated email and warning when first discovered. Any further misuse found by a member following the first communication will be additionally communicated to their manager and HR. Misuse may result in disciplinary action at the discretion of their manager, HR, and CACS, up to removal from incentive eligibility or removal from the MyCommute platform.

If the member suspects the email was received in error or would like to appeal a warning, they can contact commute@ohsu.edu for the opportunity to have the warning retracted.

RELATED DOCUMENTS/EXTERNAL LINKS:

OHSU Code of Conduct
MyCommute
MyCommute Appeals

PROCESS MANAGEMENT AND INQUIRIES

MyCommute 404.09.101 Rev. 06.08.2021



OHSU CAMPUS SERVICES
MyCommute Procedure

Campus Access and Commute Services manages this process and any questions should be addressed to them.

ADVISING COMMITTEE(S):

Strategic Transportation and Parking Advisory Committee