



ANNUAL RENEWAL TRAINING

2016-2017

AGENDA

Alternate Transportation Information

Annual Renewal

Departmental Online Recharges (Permits)

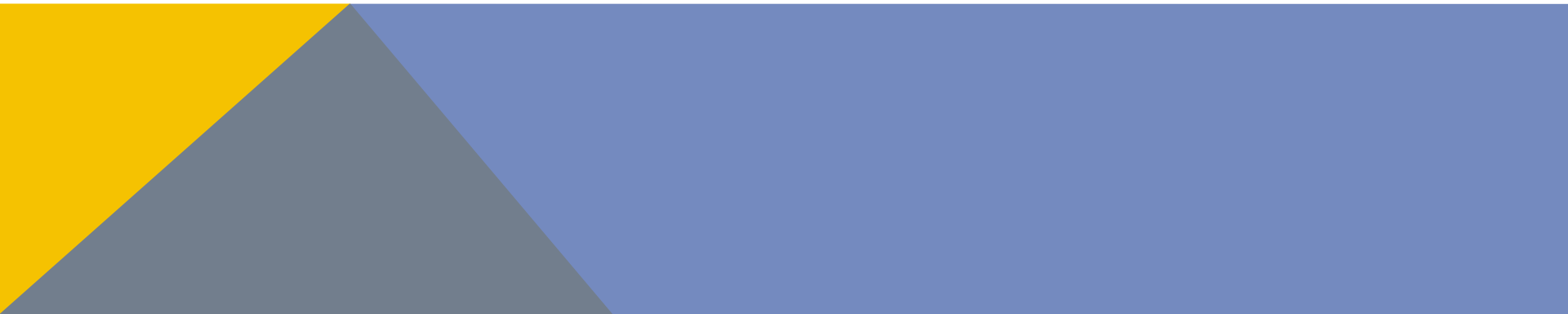
Departmental Online Recharges (Gate Cards)

Application/Payment Dates

Misc. Updates

Calendar of Events & Dates

Contact Information



ALTERNATIVE TRANSPORTATION INFORMATION

The background of the slide is composed of three large, overlapping triangular shapes. A large blue triangle occupies the right half of the slide. A yellow triangle is positioned on the left side, overlapping the blue one. A grey triangle is located at the bottom left, overlapping both the blue and yellow triangles.

A photograph of the UCLA Art and Architecture Building, a large red brick building with multiple arched windows and doorways. In the foreground, a blue bicycle is parked on a paved plaza, and a person is walking in the distance. The text "UCLA TRANSPORTATION" is overlaid in large white letters, and "Providing Access to Campus" is overlaid in smaller white letters below it. In the bottom right corner, there is a blue box containing the text "UCLA" and "Transportation" in white.

UCLA TRANSPORTATION

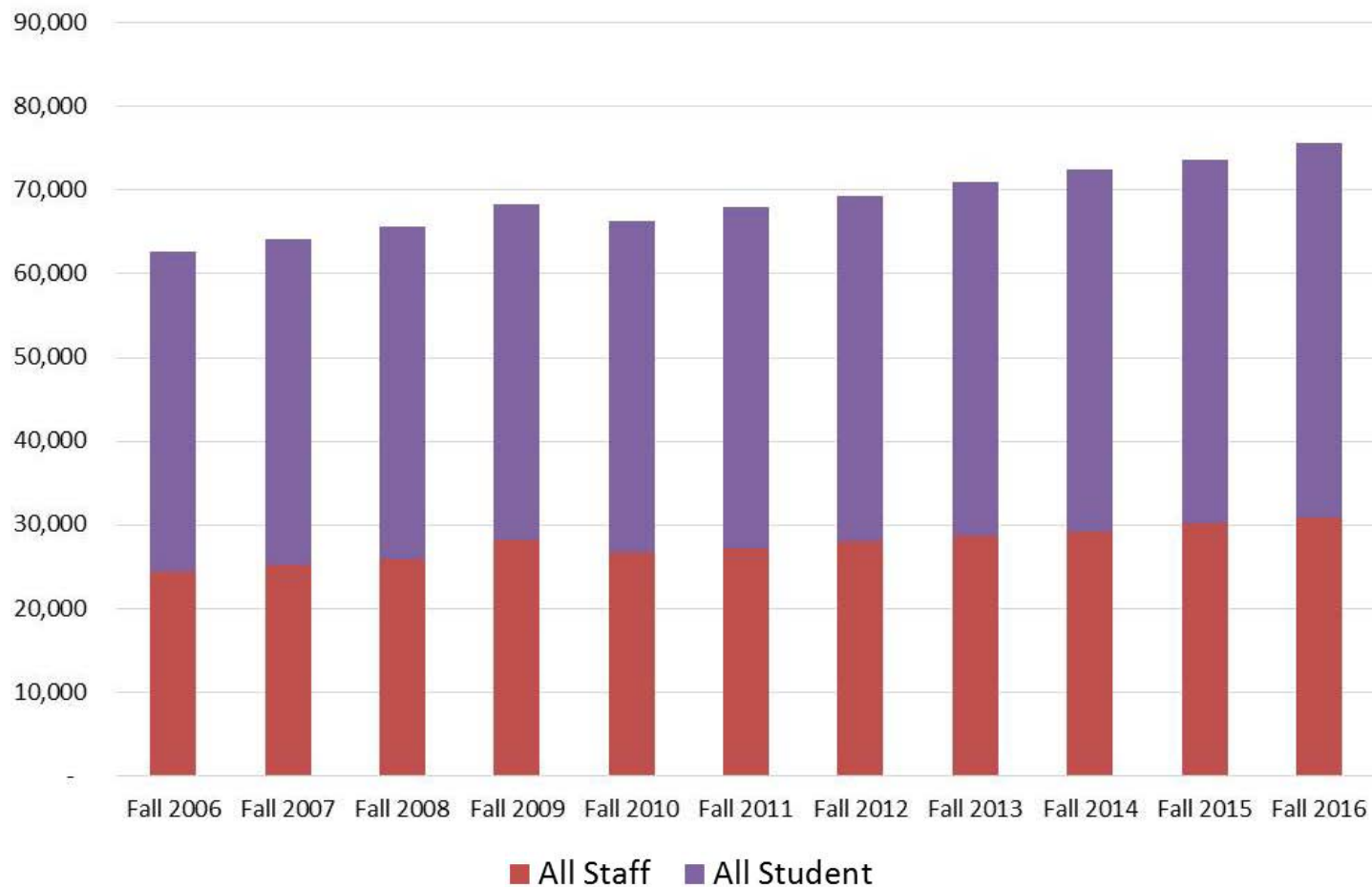
Providing Access to Campus

UCLA

Transportation

Our UCLA Community

Employee/Student Population Growth



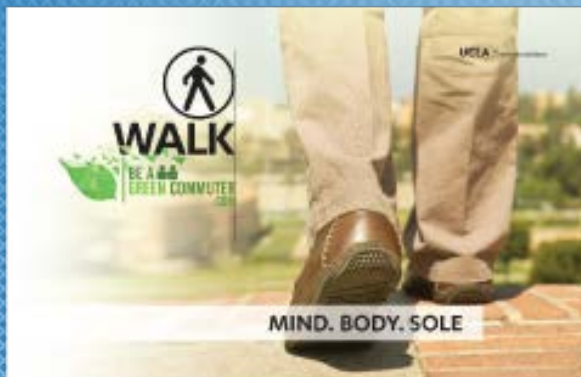
A Shift in Culture



Commute Options



YOUR COMMUTE, YOUR CHOICE



UCLA
Transportation

Vanpool Incentive Program (VIP)

- **FREE VANPOOL FOR ONE MONTH!**
 - If you're interested in joining a vanpool, we'll give you the opportunity to try it out one month for free.
 - Offer is subject to vanpool availability and is first come, first serve.
 - Valid only for select routes.
- **CONTACT BRUIN COMMUTER SERVICES (BCS)**
 - transportation@ts.ucla.edu
- **MENTION COUPON CODE "PTC(FScode)"**

Transit Incentive Program (TIP)

HERE'S A HELPFUL



PICK UP A
FREE TRANSIT PASS
FOR THE ENTIRE QUARTER



TIP Promotions

Transit Incentive Program

```
graph TD; A[Transit Incentive Program] --> B[Permit Application Exchange]; A --> C[Try Transit]; A --> D[Permit Buy Back];
```

**Permit Application
Exchange**

Try Transit

Permit Buy Back

Bruin Commuter Club (BCC)

BCC BENEFITS:

- **Discounted Daily Parking**
(kiosk and pay stations)
- **Emergency Ride Home Program**
- **4 Hours of Free Monthly Zipcar Usage**
- **Active Transportation Benefits**
 - \$50 value for bicyclists
 - \$50 value for walkers



Referral Promotions



- **For Vanpool and Transit participants**
 - **Refer-a-Friend**
 - Discounted vanpool and transit pass fares for both existing and new riders
- **Driver Incentive Program**
 - **Low-to-no monthly vanpool fee**

Parking & Transportation Coordinator Appreciation

- **Thank you for all your hard work!**
- **Conversion Rewards**
 - **Movie tickets, UCLA promo items, Letters of Commendation to Department Heads, and more!**
 - **The more people you convert out of an SOV permit, the more rewards you can earn**
 - **Reward period runs through April 22nd**



Need Help?

- Email transportation@ts.ucla.edu
 - Request marketing materials
 - Ask for more information about our commute programs and promotions.



Make the Connection

The UCLA logo, featuring the letters "UCLA" in white on a dark blue rectangular background.

Website: www.transportation.ucla.edu



Blog: www.beagreencommuter.com/blog



www.facebook.com/uclatransportation



www.twitter.com/uclacommute



www.youtube.com/beagreencommuter

UCLA

Transportation

ANNUAL RENEWAL

ANNUAL RENEWAL PACKAGE

USPS Mailing address

In your package you may receive (if applicable)*:

- Cover letter with Online and Paper application Renewal Instructions
- Applications for:
 - Annual permit holders on payroll deduction that are no longer eligible
 - Annual permit holders not on payroll deduction
 - Annual carpool permit holders
 - Departmental permits
- Roster of Departmental Gate Cards

*Note: Not all Coordinators will have online renewals and/or paper renewal applications.



ANNUAL RENEWAL

STEP 1

Verify all employees eligibility

- Annual Permits (individual and carpool): Employees must be 40% or more in EDB with an end date of 6/30/17 or greater
- Consecutive Permits (expiring 6/30/2020): Employees must be 40% or more in EDB with an indefinite end date

ANNUAL RENEWAL

STEP 2A- ONLINE RENEWALS

Available online:

1. Annual Permit Holders on Payroll Deduction
 - Permit holders that are currently on Payroll Deduction that continue to be eligible
2. List of Consecutive Permit holders
 - Permit holders that currently have a consecutive permit and will not receive a new decal. Any Transfers or Cancellations will require the permit and gate access card be returned.

ANNUAL RENEWAL

STEP 2A- ONLINE RENEWALS (CON'T)

Annual Permit Holders on Payroll Deduction

- To renew for same permit type and same permit period:
 - Select the Check Box
 - Select Save Changes
- To change from Annual to Lifetime
 - Select UID
 - In the box that appears
 - Select **YES** to renew
 - Select **Consecutive**
 - Select **Save Changes**

Home 2016-2017 Annual Renewal

Renewal Instructions - 2016-17 Annual Renewal

Please click here for Instructions

Use this to understand how Renewals will work.

Renewal Types

1 Annual Permit Holders on Payroll Deduction
Use this Application to renew Annual Permit Holders including; Annual to Annual, Annual to Consecutive and APBL permits.

2 Consecutive Permit Holder List
Automatically Renewed, no action required, unless cancelling or transferring permit area and/or permit type.

3 Other Renewals
Package mailed to department can include preprinted renewal applications for: Carpool permits, Non-Payroll Deduction Annual permits, Departmental permits and Departmental gate access cards.

Resources

[PDFs and Forms..](#)

2016-2017 Annual Renewals

[Home](#)[Help](#)

UID

Retrieve

Allocation Code

Select ▼

Set Filter

All Records ▼

Clear

- If you click on the check box and hit save this will renew someone with an annual permit with the same permit type.
- To change someone to consecutive, click on the UID and make the change in the box.
- For any permit area/type changes, see [Renewal Instructions](#)

2016-2017 Annual Renewals

[Home](#)[Help](#)

UID

3002
3812
3815
4940

Select

Retrieve

Allocation Code

Select ▼

Set Filter

All Records ▼

Clear

All Records

Approved Records

Pending

- If you click on the hit save this will renew someone with an annual permit with the same permit type.
- To change someone to consecutive, click on the UID and make the change in the box.
- For any permit area/type changes, see [Renewal Instructions](#)

2016-2017 Annual Renewals

[Home](#)[Help](#)

UID

Allocation Code

Set Filter

- If you click on the check box and hit save this will renew someone with an annual permit with the same permit type.
- To change someone to consecutive, click on the UID and make the change in the box.
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2016-2017 Annual Renewals

[Home](#)[Help](#)

UID

102103104

Retrieve

Allocation Code

Select ▾

Set Filter

All Records ▾

Clear

- If you click on the check box and hit save this will renew someone with an annual permit with the same permit type.
- To change someone to consecutive, click on the UID and make the change in the box.
- For any permit area/type changes, see [Renewal Instructions](#)

1 Records Returned!

Select	UID	Ref	Renewed(Y/N)	Name	Permit Type	Eligible for Consecutive	Appt%
<input type="checkbox"/>	102103104	744133	N	BRUIN, JOE	35BL	Yes	100

Save Changes

2016-2017 Annual Renewals

[Home](#)[Help](#)UID Allocation Code Set Filter

- If you click on the check box and hit save this will renew someone with an annual permit with the same permit type.
- To change someone to consecutive, click on the UID and make the change in the box.
- For any permit area/type changes, see [Renewal Instructions](#)

1 Records Returned!

Select	UID	Ref	Renewed(Y/N)	Name	Permit Type	Eligible for Consecutive	Appt%
<input type="checkbox"/>	102103104	744133	N	BRUIN, JOE	35BL	Yes	100

Renew BRUIN, JOE[102103104] ^2015-2016

Renew ☒ Yes ☐ NoPeriod ☐ Annual ☒ Consecutive

Appointment 9/20/2011 - 12/31/9999

Permit Type **35BL**For Permit Type/Area changes, see [Renewal Instructions](#)

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2016-2017 Annual Renewals

[Home](#)[Help](#)

UID

Retrieve

Allocation Code

3812 ▼

Set Filter

All Records ▼

Clear

- If you click on the check box and hit save this will renew someone with an annual permit with the same permit type.
- To change someone to consecutive, click on the UID and make the change in the box.
- For any permit area/type changes, see [Renewal Instructions](#)

ALLOCATION CODE **3812** 2 Records Returned!

Select	UID	Ref	Renewed(Y/N)	Name	Permit Type	Eligible for Consecutive	Appt%
<input type="checkbox"/>	102103104	744133	N	BRUIN, JOE	35BL	Yes	100
<input checked="" type="checkbox"/>	102103105	750687	Y	BRUIN, JR.	2BL	No	100

Save Changes

2016-2017 Annual Renewals

[Home](#)[Help](#)

UID

Retrieve

Allocation Code 3812 ▾

Set Filter All Records ▾

Clear

- If you click on the check box and hit save this will renew someone with an annual permit with the same permit type.
- To change someone to consecutive, click on the UID and make the change in the box.
- For any permit area/type changes, see [Renewal Instructions](#)

ALLOCATION CODE **3812** 2 Records Returned!

Select	UID	Ref	Renewed(Y/N)	Name	Permit Type	Eligible for Consecutive	Appt%
<input type="checkbox"/>	102103104	744133	N	BRUIN, JOE	35BL	Yes	100
<input checked="" type="checkbox"/>	102103105	750687	Y	BRUIN, JR.	2BL	No	100

Save Changes

Edit

Renewal for 102103105 has been processed!

Renew ☒ Yes ☐ NoPeriod ☒ Annual

Appointment 11/17/2014 - 6/30/2015

Permit Type **2BL**For Permit Type/Area changes, see [Renewal Instructions](#)

Close

Update

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Home 2016-2017 Annual Renewal

Renewal Instructions - 2016-17 Annual Renewal

Please click here for Instructions

Use this to understand how Renewals will work.

Renewal Types

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3 Other Renewals
Package mailed to department can include preprinted renewal applications for: Carpool permits, Non-Payroll Deduction Annual permits, Departmental permits and Departmental gate access cards.

Resources

[PDFs and Forms..](#)

Consecutive Permits 2016-2017 Annual Renewals[Consecutive Permits](#)

Allocation Code	UID	Name	Permit Number
1565	102103109	BRUIN, A	11P01BL800304
1565	102103109	BRUIN, B	11P32YL822078
1565	102103109	BRUIN, C	11P09YL820077
1565	102103109	BRUIN, D	11P0EBL804445
1565	102103109	BRUIN, E	11P39BL829013
1565	102103109	BRUIN, G	11P09BL802966

ANNUAL RENEWAL

STEP 2B- PRINTED RENEWAL APPLICATIONS

May include applications for: Annual Permit holders on Payroll (no longer eligible), Non Payroll deduction Permit Holders, Carpool Permit holders, Departmental Permit holders and a roster of Departmental Gate Access cards.

- Sign all applications

Carpool Applications:

- Coversheet must be **FULLY** filled out and signed by **EACH** member
- Every member must qualify in order to renew permit

Note: If members are in multiple departments, it is **THEIR** responsibility to get the signatures of each coordinators.

ANNUAL RENEWAL

STEP 3

TRANSFERS (ALLOCATION AND/OR PERMIT TYPE)

During the annual renewal process you can transfer employees without incurring the \$40 transfer fee (last day July 11, 2016)

- Verify that your department has the available allocation of space
- For Annual permit holders fill out a NEW 2016/2017 application. For Consecutive permit holders fill out a 2016/2017 Transaction and Update form.
- If changing permit type (from yellow to blue or X) you must also submit:
 - Blue permit/X permit request form
 - Payroll deduction cancellation form effective 6/30/2016
 - Payroll deduction authorization form effective 7/1/2016
- Consecutive Permit Holders must return decal. Permit Holders can start coming in to the office beginning May 25th to transfer their permit.

Note: Transfers will be effective 7/1/2016



ANNUAL RENEWALS

STEP 4

Cancellations:

- All Cancellations must be accompanied by a Payroll Deduction Cancellation form
- PP cannot cancel Consecutive Permits without the permit, gate card or Lost/Stolen report
- If you submit a cancellation form for a Consecutive Permit holder without the permit and gate access card we will report them as Not Returned and cancel them effective 7/1/16
- Any permit found on campus after 7/1/16 that we cancel and report as “not returned” will be subject to citation

***Note: Please remind your permit holders to check their paychecks for deductions/cancellations. All changes are reflected within 6-8 weeks**

ANNUAL RENEWAL

STEP 5

Renewing an employee with a Clean Fuel permit

- Attach a copy of the employee's vehicle registration
- Payroll deduction authorization form is required every year.

***Note: We cannot renew this permit type without verifying the permit holder is still the Clean Fuel vehicle Owner.**

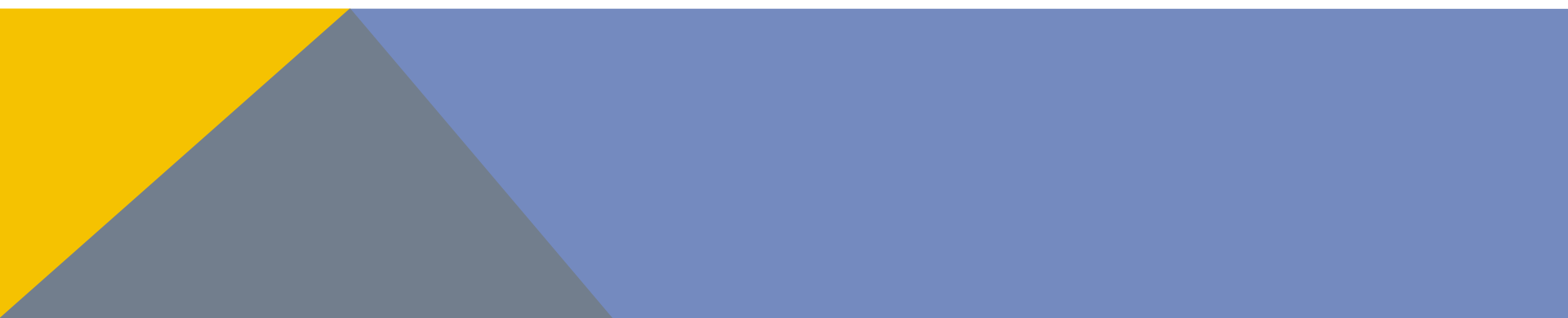


RETURNING YOUR RENEWALS

Options for returning your Renewals:

- Mail
- Drop-off in person
 - All drop offs must be at the Drop-box in the breezeway between Transportation Services (ste#100) and Citation Review and Adjudication (ste#106)
- Appointments can be scheduled if the renewal package does not fit in the drop box slot, call x63884

***Note: If you have any questions about your renewals before you drop off your renewals, feel free to make an appointment at x63884.**



PAYMENT


- Consecutive Year and Annual permit holders on payroll deduction will automatically be renewed, no payroll deduction form will be required

- Permit holders currently not on payroll deduction will be able to pay by:
 - Payroll deduction (PDA required & must meet eligibility requirements)
 - Check – make payable to UC Regents
 - Credit Card (credit card payments must be made in person)
- Our office is located at 555 Westwood Plaza, Ste. 100

- Payroll Authorization and Cancellation forms are available online at:
www.transportation.ucla.edu

ANNUAL RENEWAL RECAP

- ✓ **Confirm all your permit holders are accounted for**
If any permit holders are not on a roster or on a preprinted application, please notify us immediately
 - ✓ **Complete the applications thoroughly**
 - ✓ **Ensure that Transfers are submitted with all the appropriate paperwork**
 - ✓ **CFBL renewals must submit valid registration before new permit will be issued**
 - ✓ **Mail your renewals back on time**
 - ✓ **Online you will be able to make changes until 4/22/16.**
 - ✓ **If you have ANY questions, schedule an appointment with Permit Programs**

 - ❖ **Transactions at the Cashier windows are limited to 2 transactions per person, NO EXCEPTIONS**
- 

REMINDER



- New permit holders for FY 15-16 purchasing parking after 3/28/16 must submit an application for the current year and for the 2016-2017 fiscal year.
- If on payroll deduction...only one PDA (payroll authorization form) is required.

**DEPARTMENTAL ONLINE
RECHARGES
(PERMITS AND GATE CARDS)**

ONLINE RECHARGE PROCESS FOR DEPARTMENTAL PERMITS

Online recharge for Departmental Permits

- Verify Customer is Not Being Compensated by UCLA
- Submit Recharge Online using fund # 70200 and Acct # 762604
 - Include UID, First/Last Name & Permit Type
- Print a Copy and Attach to Renewal Application
- Submit Copy/App to Permit Programs

ONLINE RECHARGE PROCESS FOR DEPARTMENTAL GATE ACCESS CARDS

Online recharge for Departmental Gate Access Cards

- Submit Recharge Online using fund# 70200 and Acct # 762604
- Include All Gate Access Card Numbers to be Renewed (\$85 each)
- Print a Copy and Attach to Gate Card Renewal Roster
- Submit Recharge Copy/Roster to Permit Programs

Note: Please submit separate online RORs for permits/gate cards

- Indicate on ROR: Annual Renewal

*Please Allow 24-48 hrs for Processing (excluding weekends)

APPLICATION DATES– FY 2016-2017 & SUMMER 2016

Permit Period	First Day	Last Day
Annual (7/1/16-6/30/17)	4/4/16	6/30/16
All Summer (6/16/16-9/11/16)	5/2/16	6/15/16
2nd Summer (8/1/16-9/11/16)	5/2/16	7/29/16

Payroll Deduction deadlines for All Summer Quarter*	
Bi-Weekly	5/25/16
Monthly	5/24/16

*Note: Payroll deduction is only available to those paying for the full summer session (6/16/16-9/11/16)

MISC. UPDATES:

Privilege Reminders

- Cross parking for medical appointments
 - Maximum of 3 hours per day (during kiosk business hours)
 - PS 8, 9, CHS cannot cross park for medical appointments
- **Parking Updates**
 - Luskin Conference Center opens in August 2016
 - Leasing space at the Gayley Center (PS 37)
 - Acquired the Occidental Building (PS 38 - Oxy/Hammer Museum)
 - Geffen Hall (Teaching Learning Center) opens Fall 2016
 - Geffen Academy opens 2017-2018 school year (Aug/Sept 2017)
 - 4 Person Carpool = \$25/month

MISC. UPDATES (CON'T):


All unused allocations will be set to zero effective 7/1/2016.

- If you need allocations added after 7/1/16, you will need to place a request via email: pcoordinator@ts.ucla.edu
- We will do our best to accommodate your request

Permit Relocation – PS 8: Demand for parking is high on the South side of campus (PS 1, PS 2, PS 8) and parking patterns have been consistently changing over the last couple of years.

- Majority of permit holders will be relocated to PS 3, PS 4 & PS7
- Parking will be allocated to departments based on available allocations by structure and reasonable proximity
- If a department is unable to identify permit holders for relocation, Permit Programs will relocate permit holders during the annual renewal process.

WHAT TO EXPECT DURING ANNUAL RENEWAL

- Long lines
 - Phones will be busy, leave a message. If you contact us by 2pm, we'll get back to you the same day. If you call after 2pm your call will be returned the following day
 - Email: pcoordinator@ts.ucla.edu
 - Schedule appointments
- 

CALENDAR DATES TO REMEMBER

04/04/16 - Online Renewal page opens and Renewal Packages Mailed

04/22/16 - Renewal Packages due back to Parking Services

06/01/16 - Permits Mailed to Coordinators (any permits issued after 6/1/16 will need to be picked up)

06/15/16 - Last Day to Prepay for Summer Permits

07/30/16 - Last Day to Prepay for 2nd Summer

06/30/16 - Last Day to Prepay for Annual Permits



CONTACT INFORMATION

Permit Programs

Email: pcoordinator@ts.ucla.edu

Phone: 310 206 3884

Fax: 310 267 1802

Cashiering

Phone: 310 825 6702

Fax: 310 794 9878

Bruin Commuter Services

Phone: 310 794 RIDE

Fax: 310 267 2093



Q & A

