



## Morgan State University Faculty ~ Staff Parking Payroll Deduction Guidelines

1. The option of purchasing parking permits through payroll deductions is available to regular faculty and staff on the standard payroll. This option is not available to contractual employees.
2. When purchasing a permit through payroll deductions, employees will be able to take advantage of a pre-tax benefit. In accordance with the Internal Revenue Code, the permit *must* be purchased through the payroll deduction option, to be eligible for the pretax benefit.
3. Bi-weekly deductions will be made for a total of 20 pay periods, beginning August and ending in May.
4. The payroll cycle deduction will begin on the next available pay period upon receipt of the Deduction data at the State Central Payroll Bureau.
5. Employees desiring to participate in the payroll deduction program *after* the start of the cycle in August, will be required to “catch-up” or pay the total amount of the deductions that have elapsed prior to his/her enrollment date.
6. Once payroll deductions have been initiated by the State Central Payroll Bureau, there will be no refunds or cancellations. However, persons desiring to upgrade or downgrade his/her permit may do so.
7. If an employee is separated from State service for any reason and is no longer receiving a payroll check before the total cost of the permit has been deducted, it is the employee’s obligation to pay any remaining balance directly to the University. Any unsatisfied obligations may be forwarded to the State Central Collection Agency for collection.
8. The minimum amount for payroll deductions is \$100.00. Permits costing less than \$100.00 (evening & weekend permits) must be paid in full at the time of purchase.
9. After **February**, payroll deductions will no longer be available for the current year. Based on availability, permits may be purchased and paid for in full at the time of purchase.