

Notice to MIT employees who pay for parking via payroll deduction

September 2018

In August 2018, MIT launched a new parking program. The new program integrates new technologies that are designed to simplify the experience for MIT commuters while providing most parkers with the versatility of a daily parking rate. New system features and functionality will continue to roll out through early fall.



In September and October, new billing functions are being launched in the new system. Please note the following schedule of payroll deductions as we migrate from the old system to the new one.

Employees who pay for parking using payroll deduction may see two parking line items on their pay statements for a brief period during the transition to the new system. This will happen between the last week of September and the end of October 2018. The payment overlap will occur because the new system will deduct parking charges from the paycheck following any parking activity, whereas the old system processed payroll deductions more slowly, up to six weeks after the parking activity. In consideration of this, we will not be charging students or employees the annual parking fee during fall 2018.

Please do not hesitate to contact the Parking & Transportation Office if you have any questions at mitparking@mit.edu.

Schedule for employees paid WEEKLY

- **September 28 payroll deduction:**
Line item 1 = 25% remainder of parking charges for period of 7/16/18–8/15/18;
Line item 2 = 100% of parking charges for period 9/16/18–9/22/18
- **October 5 payroll deduction:**
Line item 1 = 25% of parking charges for period of 8/16/18–9/15/18;
Line item 2 = 100% of parking charges for period 9/23/18–9/29/18
- **October 12 payroll deduction:**
Line item 1 = 25% of parking charges for period of 8/16/18–9/15/18;
Line item 2 = 100% of parking charges for period 9/30/18–10/06/18
- **October 19 payroll deduction:**
Line item 1 = 25% of parking charges for period of 8/16/18–9/15/18;
Line item 2 = 100% of parking charges for period 10/07/18–10/13/18
- **October 26 payroll deduction:**
Line item 1 = 25% of parking charges for period of 8/16/18–9/15/18;
Line item 2 = 100% of parking charges for period 10/14/18–10/20/18
- **November 2 payroll deduction:** No overlap. From November 1 onward, parkers will see a single line item on each paycheck for parking charges through the new parking system.

OLD Parking Billing System

 	25% of charge for parking 7/16 to 8/15
 	25% of charge for parking 8/16 to 9/15

SEPTEMBER						OCTOBER					
S	M	T	W	T	F	S	S	M	T	W	T
						1		1	2	3	4
2	3	4	5	6	7	8	7	8	9	10	11
9	10	11	12	13	14	15	14	15	16	17	18
16	17	18	19	20	21	22	21	22	23	24	25
23	24	25	26	27	28	29	28	29	30	31	
30											

NEW Parking Billing System

 	100% of charge for parking 9/16 – 9/22
 	100% of charge for parking 9/23 – 9/29
 	100% of charge for parking 9/30 – 10/6
 	100% of charge for parking 10/7 – 10/13
 	100% of charge for parking 10/14 – 10/20

SEPTEMBER						OCTOBER					
S	M	T	W	T	F	S	S	M	T	W	T
						1		1	2	3	4
2	3	4	5	6	7	8	7	8	9	10	11
9	10	11	12	13	14	15	14	15	16	17	18
16	17	18	19	20	21	22	21	22	23	24	25
23	24	25	26	27	28	29	28	29	30	31	
30											

Red boxes indicate overlap

Schedule for employees paid SEMI-MONTHLY

- **October 15 payroll deduction:**
Line item 1 = 50% of parking charges for period of 8/16/18–9/15/18;
Line item 2 = 100% of parking charges for period 9/16/18–9/30/18
- **October 31 payroll deduction:**
Line item 1 = 50% of parking charges for period of 8/16/18–9/15/18;
Line item 2 = 100% of parking charges for period 10/01/18–10/15/18
- **November 15 payroll deduction:** No overlap. From November 1 onward, parkers will see a single line item on each paycheck for parking charges through the new parking system.

OLD Parking Billing System

 50% of charge for parking 8/16 to 9/15

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

NEW Parking Billing System

 100% of charge for parking 9/16 – 9/30
 100% of charge for parking 10/1 – 10/15

SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

Red box indicates overlap

If I change parking lots during the day, will I be charged twice?

No. You are only being charged for parking once per day on the days that you park on campus, no matter how many times you enter or leave the parking lots within your assigned area. You may park for no additional charge in any lot on campus between 2:30 PM – 8:30 AM, Monday through Friday, and all day on weekends and MIT holidays.

How much am I being charged for parking?

The rates for the 2018-19 year did not increase from last year for most parkers and are available here: <http://web.mit.edu/facilities/transportation/parking/rates.html>

In consideration of the payment overlap due to the transition to the new parking system, we will not be charging the \$100 annual parking fee for students or employees during fall 2018.

As an employee, what are my payment options? I have heard there are advantages to paying through payroll deduction.

Employees can pay daily parking charges either by payroll deduction, where parking costs are deducted before income taxes are calculated, or via credit card auto-pay.

If you choose payroll deduction for your parking charges, the advantage is that you save some money. As a pre-tax deduction, the payroll deduction reduces your gross pay before state and federal tax withholding is calculated. In other words, you won't pay income tax on the money you pay for parking charges if that money has been deducted from payroll.

If I choose payroll deduction, when do I get charged for parking?

MIT employees and emeritus faculty who pay for parking via payroll deduction will see the deduction on the next paycheck following the parking activity.

For example:

- For weekly payroll: Your parking activity for the first week of November will be deducted from your payroll check the second week of November;
- For semi-monthly payroll: Your parking activity for November 1-15 will be deducted from your November 30 check.
- For leased spaces, please note: Your monthly parking charge will be deducted from your paycheck either in four installments of one fourth the cost (weekly payroll) or two installments of one half the cost (semi-monthly payroll). For example, for semi-monthly payroll, one half of the cost of parking in November will be deducted on November 15, and the other half will be deducted on November 30.

If I choose credit card auto-pay, when do I get charged for parking?

- If you pay for daily parking via credit card auto-pay, you will be charged at the beginning of the month after the parking activity occurred. For example: Your parking activity for the month of November will be charged to your credit card at the beginning of December.
- MIT employees who park in leased spaces and pay their monthly rate via credit card will be charged at the beginning of the month for the upcoming month. For example: Your monthly rate for November will be charged to your credit card at the beginning of November.