

WageWorks Instructions

UC Berkeley

UC Berkeley has partnered with WageWorks to manage your commuter benefit elections, including alternative transportation and parking, through payroll deduction.

The 10th of the Month at 9:00 pm Pacific Time is the deadline to enroll in the WageWorks parking and transportation pre-tax payroll deduction program for the following benefit month.

Sign Up Instructions:

The WageWorks website is at WageWorks.com (link is external).

UC BERKELEY NEW PARTICIPANT REGISTRATION:

1. From www.wageworks.com (link is external), click on "Log In/Register" then choose "Employee Registration"
2. Click "NEXT" after reviewing the steps to register for online access:
3. Fill in the required identity information:

For the Date of Birth field, enter "12/31" and not your actual birthdate.

For the Home Zip Code field enter your actual home zip code.

For the ID Code field, enter the last 4 digits of your "old" 9-digit UCB employee ID number. (Note: If you are a new employee and do not have an old 9-digit UCB employee ID number, enter the last 4 digits of your 8-digit UCPATH ID number.

4. Click "NEXT"

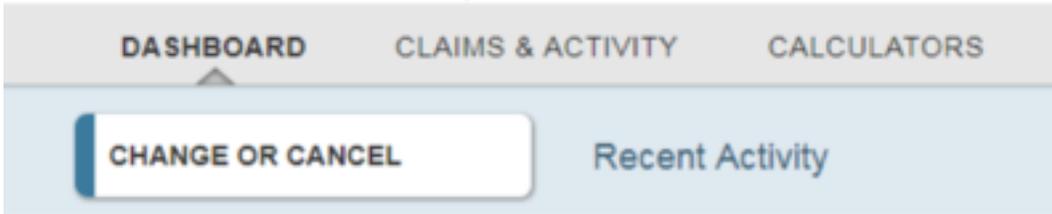
5. Once authenticated, provide your contact information, including your mailing address, and create a user name and password.

6. Accept the User Agreement and you will be taken to the Welcome Page

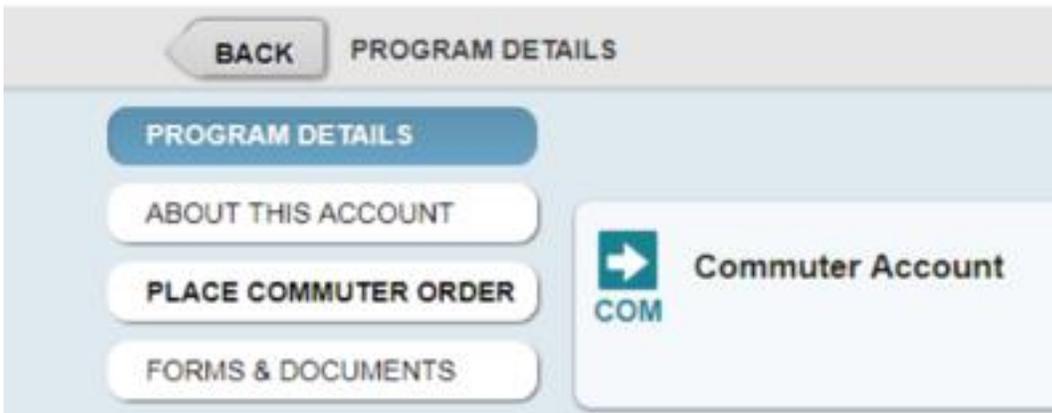
7. Once logged in, select the Commuter Tab

For UC Berkeley Parking Permits (e.g., 'C', 'F', 'H', 'NW', Motorcycle, Carpool, etc.):

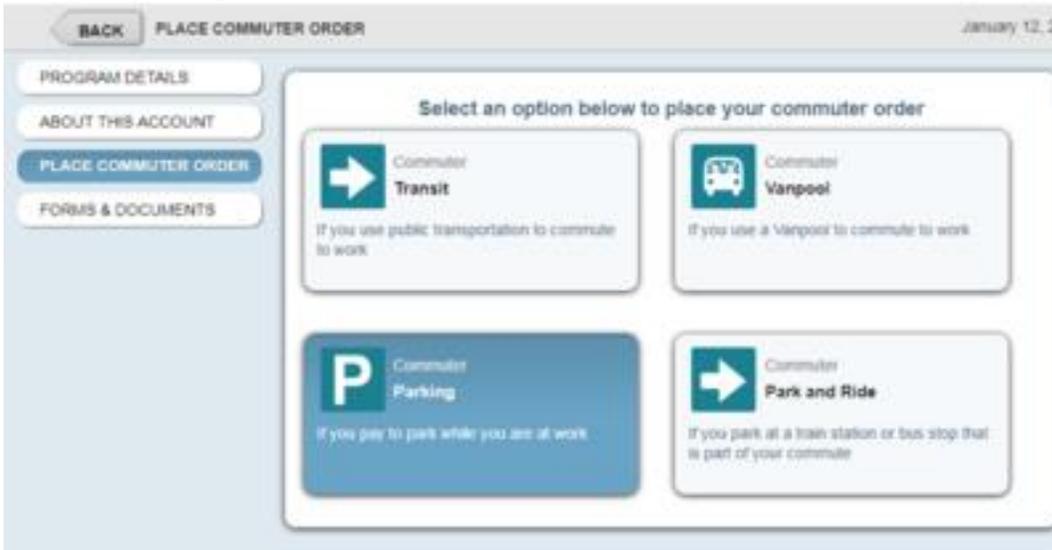
1. On your dashboard, click on "Change or Cancel"



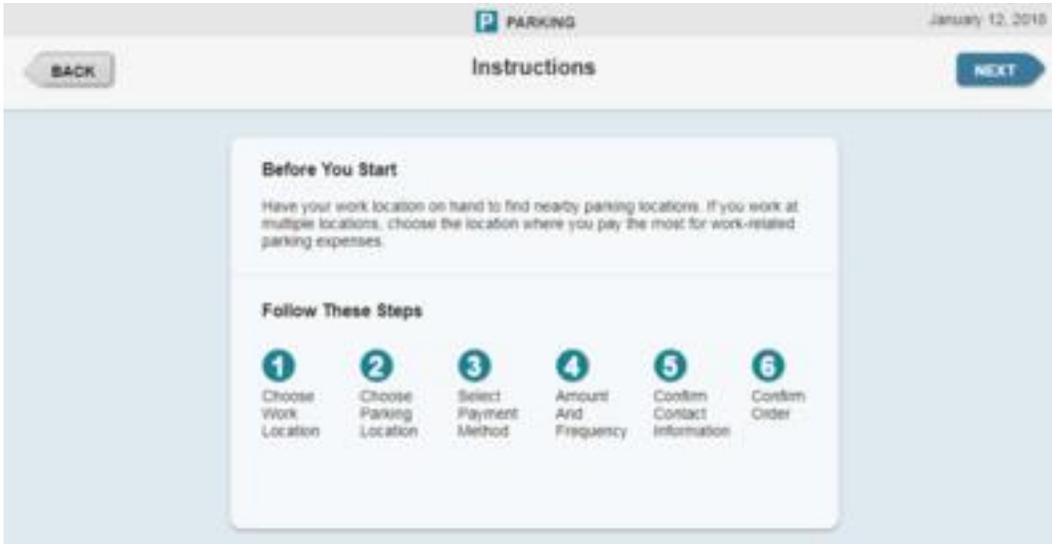
2. Click on "Place Commuter Order".



3. Select "Parking".



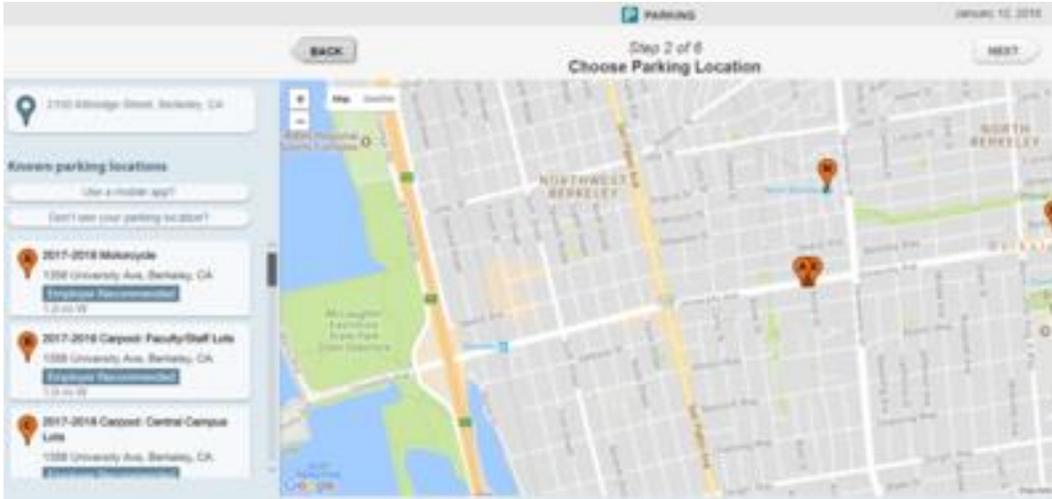
4. Click "Next"



5. Click "Next" - DO NOT CHOOSE WORK LOCATION! (see below image) If you cannot bypass, choose "2150 Kittredge Street, Berkeley, CA" or "University of California, Berkeley".



6. Select what parking permit you would like to order (options are A - G) from the scroll down menu located on the bottom left of screen. DO NOT click on the map to make selection.



7. Skip this page and click "Next". You will enter your contact and vehicle information at the end.

The screenshot shows the 'Provider Information' screen in the CalParking app. At the top, it says 'Step 1 of 2 Provider Information'. The 'Facility Location' is set to '2017-2018 Motorcycle' at '1356 University Ave, Berkeley, CA 94702'. Below this, there is a 'Payment' section showing '\$30.00'. The form contains several input fields: 'Campus Dept.', 'Campus Address', 'Mail Code', 'Campus Phone', 'License Plate State', 'License Plate #', and 'Vehicle Year'. The date 'January 12, 2018' is visible in the top right corner.

8. Last step. Review your order and click "Submit Order".

EMPLOYER PARKING January 12, 2018

Step 2 of 2
Confirm Order

BACK SUBMIT ORDER

Employer Parking Amount
\$30.00

Facility Location
2017-2018 Motorcycle
1106 University Ave
Berkeley, CA 94702

Application Date
12

Campus Dept.
Campus Address
Mail Code
Campus Phone
License Plate State
License Plate #
Vehicle Year
Vehicle Make/Model
Contact Information

9. Enter contact and vehicle information and pick up permit in person. Once you submit your order you will come to the Parking and Transportation office located at 1995 University Ave, Suite 110 to pick up your permit. Prior to coming in you must create your parking account using this link My P&T Online (link is external). You will create your parking account, provide us with your information and add your vehicles.

You must submit your order by the 10th of the month to have an order for the following benefit month. When you come to the office you will pay a pro-rated amount upfront dependent on what your benefit month is.

If you need to cancel your permit you must physically return your permit along with a cancellation form to our office. To cancel for the current benefit month, you must cancel by the 10th of the month.

Any questions email prktrans@berkeley.edu

For EasyPass Clipper Card (AC Transit Pass):

1. Follow instructions above for "UC Berkeley Parking Permits". At Step #3 above, select "Transit".
2. On the Instructions page, select "Next".
3. On the Select Operator page, select "AC Transit".
4. On the Select Product page, select "Employer Pass".
5. On the Employer Pass page, click "Next".
6. Confirm your mailing address and click "Next".
7. Confirm your order by clicking "Submit Order".
8. Take Photo. Come to the P&T Office to have staff take a photo and fill out the Release Form. The EasyPass Clipper Card will be mailed within 10-15 days once Customer Service staff has processed your order.

For All Other Transit (e.g., BART, Amtrak, FAST, SolTrans, etc.):

1. Follow instructions above for "UC Berkeley Parking Permits". At Step #3 above, select "Transit".
2. On the Instructions page, select "Next".
3. On the Select Operator page, search for and select your operator.
4. On the Select Product page, select your transit pass or the WageWorks Commuter Card (which is a prepaid Debit MasterCard that can be used to add passes and cash value to your Clipper Card both online and at BART vending machines).
5. On the product page, enter the amount and frequency of your order and click "Next".
6. Confirm your mailing address and click "Next".
7. Confirm your order by clicking "Submit Order".

If you don't already have a Clipper Card, you can purchase one from a BART Clipper Card vending machine or Walgreens location for \$3.00. Be sure to register your Clipper Card at www.clippercard.com where you can add passes and cash value online.

For All Other Parking (e.g., BART, Stadium Garage, Park & Rides, or most parking that accepts MasterCard):

1. Follow instructions above for "UC Berkeley Parking Permits". At Step #6 above, select "North Berkeley Station - BART EZ Rider" (even if you don't park there).
2. On the Select Product page, select "Parking Commuter Card" (which is a prepaid Debit MasterCard that can be used at most parking facilities).
3. On the next page, enter the amount and frequency of your order and click "Next".
4. Confirm your mailing address and click "Next".
5. Confirm your order by clicking "Submit Order".

The WageWorks Parking Commuter MasterCard can be used for payment at: BART EZ Rider Parking (<https://ezrider.bart.gov/>), online parking payment portals, credit card-enabled parking meters and paystations, and at parking cashier offices (such as UC Berkeley Parking & Transportation), etc.