



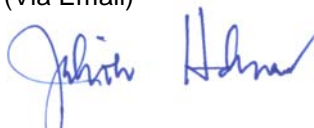
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PAYROLL ADMINISTRATION MEMORANDUM NO. 6 2010-2011

DATE: November 18, 2010

TO: Principals (Via Principal's Weekly)
Cluster Representatives (Via Email)
Payroll Secretaries (Via Email)

FROM: Judith Hederman 

SUBJECT: Expanded Commuter Benefits Program

The City of New York has changed and expanded the Commuter Benefits Program to offer access to new Transit Plans and many more Transit Providers throughout the Tri-State area. WageWorks has been selected to provide this service.

This memorandum provides an overview of the expanded program, information on how to enroll, and where to obtain detailed information regarding each available option.

Starting December 1, 2010, employees will have more and better ways to save. The program will now work for virtually any transit system in the Tri-State area. You can use the Commuter Benefits program for:

- MTA NYCT, MTA Long Island Railroad, MTA Metro-North Railroad;
- NJ Transit, PATH, and NY Waterway, etc. ;
- Paratransit and the MTA's Access-A-Ride program ; and
- Parking at/or near public transit to get to work.

Below is a brief description of each of the Commuter Benefit Program plans. Detailed descriptions are available at www.wageworks.com/nyc , <https://payrollportal.nycboe.net/payrollportalweb/main.aspx> and <http://schools.nyc.gov>.

1) Commuter Card Plan

The Commuter Card is a stored value card loaded with your pre-tax and post-tax payroll deductions that can be used to purchase transit passes and tickets at transit providers throughout the New York Tri-State area. The Commuter Card works just like a credit card at transit provider ticket vending

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machines, ticket windows and online/web stores. It is accepted at almost 90 providers. To see a list of where the Commuter Card will work - visit <http://getwageworks.com/nyc/transitcard>.

The Commuter Card plan offers two deduction options:

- ***Commuter Card – No Admin Fee***
Under this option, you will have a set deduction amount equivalent to the cost of the MTA NYCT 30-Day Unlimited Ride MetroCard, which is \$104 as of 12/30/2010, pre-tax per month. This Commuter Card can be used to purchase any transit fare media up to the card's available balance including MetroCards and specifically, the 30-Day Unlimited Ride MetroCard. For this option, the City assumes the cost of the administrative fee of \$1.77 per month.
- ***Commuter Card – Unrestricted***
Under this option, you select the payroll deduction amount of your choice to be loaded to your card to meet your monthly transit costs. You are not limited to the deduction amount in the No Admin Fee option above. This Commuter Card can be used to purchase any transit fare media including, but not limited to, MetroCards, LIRR and Metro-North tickets up to the balance on your card. For this option, you assume the cost of the administrative fee of \$1.77 per month which will be processed through a payroll deduction.

2) *Transit Pass Plan*

This plan allows you to arrange for home delivery of your transit provider passes and tickets through the City's provider, WageWorks. In this plan, you fund an account with WageWorks with your pre-tax and post-tax payroll deductions and select a pass on the WageWorks system using the funds in your account. You can select from their extensive catalog of transit providers and transit passes covering the New York Tri-State area. To see a list of the providers available in the Transit Pass Plan, please visit the WageWorks website at <http://getwageworks.com/nyc/transitplan>. WageWorks will deliver your pass or ticket to your designated mailing address by the 1st day of each calendar month. With the Transit Pass Plan, you pay an administrative fee of \$3.05 per month which will be processed through a payroll deduction.

3) *Access-A-Ride/Paratransit Plan*

This plan allows you to participate in the MTA's Access-A-Ride program or other paratransit programs supported by other transit providers. In this plan, you fund an account with WageWorks with your pre-tax and post-tax payroll deductions and you select your Access-A-Ride coupons or other paratransit options on the WageWorks system using the funds in your account. WageWorks will deliver your Access-A-Ride coupons or tickets to your designated mailing address by the 1st day of each calendar month. For this option, the City assumes the cost of the monthly administrative fee of \$3.05.

4) *Park-n-Ride Plan*

This plan allows you to use your pre-tax and post-tax payroll deductions to pay for parking at/or near a public transportation stop or station that you use to commute to work. Only transit-related parking is eligible. You must be jointly enrolled in one of the above transit options in order to enroll in this plan. With the Park-n-Ride plan, you pay an administrative fee of \$3.05 per month which will be processed through a payroll deduction.

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If enrolled in the current Transit Benefits Program:

The programs currently offered through the former Transit Benefit Program will be discontinued by the dates shown on the chart below. If you are currently enrolled in the Transit Benefit Program, you will be automatically transferred to one of the new Commuter Benefit Program Plans. The chart below describes the current plans and their new counterparts. In addition, it indicates all relevant dates and information regarding this transition. **Please note that some of the dates vary from what was indicated in the letter sent out by the Office of Payroll Administration (OPA) on November 8, 2010.** Since these transactions are processed through the DOE, the dates were updated to accommodate the data transmission process

Current TransitBenefit Plan	New Commuter Benefits Plan	End Date Under Current TransitBenefit Program	Effective Date Under the Expanded Commuter Benefits Program
Premium TransitChek MetroCard	<ul style="list-style-type: none"> • You will automatically receive a Commuter Card from WageWorks. • You will be enrolled in the No Admin Fee option. • If you wish to opt out, or enroll in another plan, you will need to do so between 12/1/10 and 12/23/2010. • Your January deductions will apply towards the new WageWorks Commuter Card. 	01/31/2011 (Last day to use the Premium Card)	02/01/2011 (Your new WageWorks Commuter Card fully funded for use)
Transportation Spending Account Card (TSA Card)	<ul style="list-style-type: none"> • You will automatically receive a Commuter Card from WageWorks. • You will be enrolled in the Unrestricted option. • If you wish to opt out, you will need to do so between now and 11/19/2010. • You will not be able to use your JPMorgan Chase TSA Card as of 12/06/2010 as your remaining balance will be transferred to your new WageWorks Commuter Card by 12/15/2010. 	12/05/2010 (Last day to use TSA Card)	12/01/2010 (Your new WageWorks Commuter Card will be mailed)
Access-A-Ride	<ul style="list-style-type: none"> • You will automatically be enrolled in the Access-A-Ride/Paratransit plan through WageWorks. • No further action is required on your part. 	12/31/2010	01/01/2011

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If not currently enrolled in the Transit Benefit Programs:

Beginning December 1, 2010, you may enroll in the expanded Commuter Benefits Program by accessing the DOE's Payroll Portal at <https://payrollportal.nycboe.net/payrollportalweb/main.aspx>. In the future, you may also be able to download an enrollment form by accessing the DOE Payroll Portal. Paper application forms will be available upon OPA's finalization and must be submitted to:

Division of Financial Operations
Payroll Administration
Payroll Benefits Program
65 Court Street, Rm. 1003
Brooklyn, NY 11201

This information will be posted on the DOE Payroll Portal. If you have any questions, please call HR Connect at (718) 935-4000.

Please distribute to all employees.

JH/co

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