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Office of University Communications



August 8, 2018

Dear Howard University Employees,

The Office of Parking & Transportation Services has made changes to the parking registration process. All employees are now required to register for parking using the online portal. Employees must access their parking accounts to register, add or make any changes. Employees that do not have a current parking assignment are not eligible to register for parking. Any employee who wishes to secure parking must contact the Parking Coordinator for their department. If you are not sure who the coordinator is for the department, please email parking@howard.edu.

REGISTRATION SCHEDULE

The Office of Parking & Transportation Services will conduct online employee parking registration starting August 13, and will continue through August 27, 2018. Please visit <https://howard.t2hosted.com> to register.

DEDUCTION SCHEDULE

Because of a new payroll deduction schedule, bi-weekly deductions have increased marginally from the 2017-2018 academic year for non-reserved parking permit holders. Total permit fees for both reserved and non-reserved parking permit holders have not changed this academic year.

Employee Group	Total Bi-weekly Deductions	Permit Type	Bi-weekly Deduction Amount	Total Permit Fee	Permit Expiration
9-month Faculty	18	Reserved	\$97.77	\$1,760.00	May 31, 2019
9-month Faculty	18	Non-Reserved	\$73.33	\$1,320.00	May 31, 2019
12-month Faculty/Staff	24	Reserved	\$95.33	\$2,288.00	August 31, 2019
12-month Faculty/Staff	24	Non-reserved	\$71.50	\$1,716.00	August 31, 2019

** All 9-month faculty must contact the Parking Office by May 1, 2019 to extend their parking privileges through the summer months.*

PAYMENT METHODS

- Payroll Deduction: Employees who select Payroll Deduction will have their first deduction occur on September 14, for the year 2018-2019. Employees who request a one-time deduction for their parking permit will have their deduction occur on September 14, 2018.
- Online Payment Portal: New this year, employees have the option to pay their permit fee using the online parking portal. Instructions for accessing the portal are listed below.

REGISTRATION INSTRUCTIONS

1. Using the internet, log onto <https://howard.t2hosted.com>
2. "Get Permits" and follow the prompts.
3. **Login ID:** Your employee ID number (located on your pay stub) as shown

(000???????)

- 4. Password: For first-time users, please enter** your employee ID number (located on your pay stub) as shown (000???????). You will later be prompted to change your password. Returning customers should use their established password.

(A registration tutorial is available online. Please replace the student ID number mentioned in the tutorial with your employee ID number.)

PERMIT DISTRIBUTION

Employees will pick up their parking permit from the Parking Coordinator for their department.

PERMIT RETURN POLICY

Employees separating from the University must return their permits to the Parking Office or Human Resources.

FREQUENTLY ASKED QUESTIONS (FAQs)

1. Is the cost of parking increasing?

No, the total cost of employee parking has not increased this academic year.

2. What is the cost for a 12-month faculty or staff member parking permit?

Faculty and staff members will pay \$2,288 for a reserved space and \$1,716 for a non-reserved space.

3. What is the cost for a 9-month faculty member parking permit?

Nine-month faculty members will pay \$1,760 for a reserved space and \$1,320 for a non-reserved space.

4. Why did my bi-weekly deduction increase?

If you are a non-reserved parking permit holder, your bi-weekly deduction increased marginally from last academic year. The University is using a different payroll deduction schedule this year that will result in two fewer total bi-weekly deductions than last year.

5. What is the difference between this year's and last year's bi-weekly deductions?

Nine-month faculty members who hold non-reserved parking permits will have 18 bi-weekly deductions this academic year as opposed to 20 last year. As a result, those permit

holders will pay \$7.33 more per pay period.

Twelve-month faculty and staff members who hold non-reserved parking permits will have 24 bi-weekly deductions this academic year as opposed to 26 last year. Those permit holders will pay \$5.50 more per pay period.

6. Why didn't the bi-weekly deductions for reserved parking permit holders increase?

Reserved parking permit holders will be on the same pay schedule this academic year as they were last year, so the total number of deductions will remain the same. Nine-month faculty and staff members will have 18 payroll deductions and 12-month faculty and staff will have 24, the same as last year. As a result, those permit holders will not see an increase in their bi-weekly deduction this academic year.

7. Can a faculty or staff member secure a parking assignment through the Parking Office?

No. Faculty and staff members must contact the Parking Coordinator for their department to obtain a parking assignment.

8. How can employees pay for their parking permit?

Employees can pay for their parking permits through payroll deduction or through the online parking portal: <https://howard.t2hosted.com>. All major credit and debit cards are accepted.

9. I am an employee with a disability. How can I secure an ADA accessible parking space?

Employees who are already registered for a parking permit must contact Human Resources to be approved for an ADA accessible parking space.

10. I have a disability parking placard issued by the state, but I'm not registered for Howard University parking. Can I park in an ADA accessible parking space on a University lot?

No. ADA accessible parking spaces are only for employees with disabilities that are registered for parking through the Office of Parking & Transportation Services.

For more information, questions or concerns, please email parking@howard.edu.

Excellence in Truth and Service,

The Office of Parking & Transportation Services



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