Important Transit Benefit Information

Sent: July 22

To All Emerson Staff,

The email below was sent to staff who had active August transit orders placed with WageWorks. We understand that many staff had turned off their orders in previous months but many staff still have not made any changes to their transit orders **which we strongly ask that you do.**

To that end, please see the below instructions regarding the transit benefit for the fall and the changes you should consider making, based on if you will be on campus in some capacity or remaining remote.

**Staff Working 100% Remote**

If you will be working 100% remote this fall, you must turn off your September WageWorks transit order on the WageWorks website by August 1 (see directions in email below). If you do not turn off your order, the paycheck deduction (starting with the August paycheck deduction for September orders) will be adjusted to remove the subsidy, so you will pay the full cost of your orders. (If you have already turned off your WageWorks order, you can ignore this).

**Staff Working Full-Time in Boston**

If you will be working full-time (5 days per week) in Boston you may keep your transit benefit active and the subsidy will continue.

**Staff Working Part-Time in Boston**

If you will be working part-time in the office (for example, 2 or 3 days per week) you must change your WageWorks pass order to a WageWorks Commuter Card and select a monthly amount that reflects the cost of tickets for the number of trips you will be making per month. For example, you may determine that it will cost you $30 per month paying for each trip individually. You would then first turn off your pass order, and then enroll with the Commuter Card and elect a $30 contribution amount per month. That change would save you money (because the amount would be under the subsidy, there would be no deduction out of your paycheck) and Emerson would save $54.50 per month. Please note that money on the Commuter Card will be available until you leave employment, and you can change the order amount if your work on site schedule changes.

**Reimbursement Option for Transit and Parking**

If your WageWorks order is turned off and you will be working on campus, you can instead submit your public transit receipts for reimbursement.  Also, if you would prefer to drive to campus, you can also submit receipts for parking at the Boston Common Garage (you must sign up first for the $16 per day parking program - see attached flyer). Reimbursements will be made for up to $84.50 per month (for expenses incurred starting August 1) of your total public transit and/or parking costs.  Contact Tricia Kennedy for the reimbursement form if you would like to use this option.

--------- Forwarded message ---------  
From: **Patricia Kennedy** <[tricia\_kennedy@emerson.edu](mailto:tricia_kennedy@emerson.edu)>  
Date: Mon, Jul 20, 2020 at 8:21 AM  
Subject: Transit Orders - Important Notice  
To:

As President Pelton's email indicated, transportation benefits will be suspended for staff working remotely in FY'21.

If you are going to be working remotely this fall, **you must turn off your WageWorks transit orders by August 1,** the deadline for September order changes. If you have not confirmed with your manager whether or not you will be remote, please make sure to do so as soon as possible.  (If you have already turned off your September order, you can ignore this email).

**Directions for Turning Off Commuter Orders in WageWorks:**

1) Login to your WageWorks account (at [www.wageworks.com](http://www.wageworks.com/)). If you have never registered on this site, you will need to register first. (If you are registering, when prompted for the "ID Code", enter the last 4 digits of your SSN; not your Employee ID).“

2) On the home page, under "Current Programs" select "Commuter Account"

3) On the next page, select "Modify or Cancel Order" on the left side

4) On the next page, select "Cancel This Order" - purple button - at the bottom of the screen and following remaining on screen directions.

If you need assistance with turning off your order, please contact WageWorks customer service at 1-800-462-2235.