

ACTION REQUIRED

Subject: WageWorks (formerly known as TransitChek)

Enroll online starting May 11, 2015 for July 2015 (and subsequent months) Transit and Parking Benefits through WageWorks

To All Employees:

WageWorks will automate our transit and parking commuter services effective July 2015. In order to receive your July transit and/or parking benefit, you must enroll directly with WageWorks by June 10th, 2015 (the enrollment site will be open effective May 11th, 2015). Changes for any month thereafter must be submitted by the 10th of the month to be effective the 1st of the following month.

PROGRAM FEATURES

- You must make your elections online directly through the WageWorks website at www.wageworks.com
- You will be able to choose from a number of different transit pass options (e.g., Premium TransitChek MetroCard, Visa Commuter Card, etc.).
- Transit passes will be delivered directly to your home address.
- Changes can be made at any time. As long as changes are submitted by the 10th of the month, they will be effective on the 1st of the following month.
- You can make one-time orders or set your order as recurring monthly.
- Both pre- and post-tax contribution amounts can be run through payroll. For example, if you select a transit pass that costs \$200/month, \$130 (the 2015 pre-tax limit) will be deducted from your paycheck pre-tax and the remainder, \$70, will be deducted post-tax.
- Transit and parking deductions will now be taken from your paycheck the month prior to the actual month you receive the benefit (i.e., transit and/or parking deductions for July will be taken from pay period(s) in June).

How to Enroll:

To enroll in the program, visit WageWorks at www.wageworks.com or call 877-WageWorks (877-924-3967) Monday through Friday, from 8 a.m. to 8 p.m. EST. When asked for your ID Code in the self-identification registration process, please use the last four digits of your Social Security Number. Once you have completed your WageWorks profile, follow these steps to complete your enrollment:

1. From the Welcome page, click on the Commuter tab
2. Click on "Place Commuter Order" link
3. Step through the process to place your order
4. An order confirmation email will be sent after the order is placed.

If you have any questions, please contact the DivisionOfHumanResouces@Stevens.edu or x 5123.
