

TO: All Campus Employees
FROM: Eli Epplin, Assistant Coordinator *E.A. Epplin*
RE: 2016/2017 Faculty/Staff Vehicle Registration

parking.siu.edu

Parking Division Decal-By-Mail program for eligible faculty/staff will be from 01-May through the close of business on 01-June-2016. Each vehicle in your household that you anticipate using to park on campus must be registered with the Parking Division. All full-time faculty/staff are eligible to participate in Decals-By-Mail. Part-time faculty/staff who are not or will not be enrolled as students may also participate. Those not eligible for Decals-By-Mail include graduate assistants/teaching assistants. Submissions received after 01-June will be returned to the department. Your department may want to submit decal applicants as a group so that decals can be distributed through your department.

Participating employees can apply for a decal(s) by going to

- http://parking.siu.edu/_common/files/DecalInformationForm.pdf. Once the form is open:

- 1) Complete the fillable pdf.
- 2) Submit your vehicle registration form(s) and payment information to the Parking Division Office.

Payment options include cash, personal check, money order, or payroll deduction. Checks and money orders should be made payable to "SIU Carbondale."

Please note that the salary ranges for decal categories have been revised. The 2015/2016 faculty/staff parking decal prices are as follows:

Premium Blue	Salary \$70,000 and over	\$265
High Blue	Salary between \$45,000-\$69,999.99	\$210
Medium Blue	Salary between \$30,000-\$44,999.99	\$185
Low Blue	Salary less than \$30,000	\$135
Red	Non full-time faculty/staff	\$135
Yellow	Non full-time faculty/staff	\$55

Decals for additional vehicles may be purchased for \$15 if no one else in your household is affiliated with the University.

Gross salary as reported by Human Resources will be used to determine an employee's salary level. **W-2 forms are not acceptable as proof of gross salary since it reports after-tax salary, not gross salary.** Proof of gross salary must accompany applications of new employees only. Individuals working on campus who are not SIU Carbondale employees must request that their company prepare a list of such employees certifying their annual gross salary amount. This list must be submitted with the company's Decal-by-Mail packet.

Eligible staff choosing the **pre-tax** payroll deduction payment option need to complete the Payroll Deduction Authorization Form at http://parking.siu.edu/_common/files/payrollDeductionAuthForm.pdf. Payroll deductions for decal(s) will be taken either:

- 1) The first in September 2016 and the second in October 2016, OR
- 2) According to your collective bargaining agreement.

Only one form needs to be completed for your decal purchase(s); however, each employee is required to complete his/her own individual authorization form if eligible to participate, so deductions may **NOT** be made for one's affiliated spouse or dependent(s). **Please note that if your employment with SIU Carbondale is terminated for any reason after the 01-July-2016 date that the parking decal becomes effective, federal tax law prohibits refunds for any unused portion of the parking decal cost.**

Questions may be directed to the Parking Division office or by email to parkingsupervisors@dps.siu.edu. Our regular business hours are 7:30 a.m. – 4:30 p.m., Monday – Friday.