TO: All Campus Employees

FROM: Misty Butler, Parking and Traffic Coordinator

RE: 2025/2026 Faculty/Staff Vehicle Registration

Parking Division Decal-By-Mail program for eligible faculty/staff will be from June 16th, 2025, through the close of business on June 27th, 2025. 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 June 27th will not be processed. Please return all completed forms to the SIU Parking Division electronically via email to [dps-parking@siu.edu](mailto:dps-parking@siu.edu),, please note this is a change from previous years, we will not accept forms through any other method or email, be sure to use only the newest forms which can be found at parking.siu.edu.

Participating employees can apply for a decal(s) by going to parking.siu.edu, click on commonly used forms. Here you will complete the Parking Vehicle Information for each vehicle you are purchasing a decal for and the Payroll Deduction Form.

Once the form is open:

1. Complete the fillable pdf.
2. Submit your vehicle registration form(s), one per vehicle you are purchasing decal for, this is only for deduction. All other decal sales will be available July 1st. All forms must be submitted electronically via email to [dps-parking@siu.edu](mailto:dps-parking@siu.edu).

Please note that the salary ranges for decal categories have **not** been increased. The 2025/2026 faculty/staff parking decal prices are as follows:

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| --- | --- | --- |
| Premium Blue | Salary $70,000 and over | $275 |
| High Blue | Salary between $45,000-$69,999.99 | $220 |
| Medium Blue | Salary between $30,000-$44,999.99 | $195 |
| Low Blue | Salary less than $30,000 | $145 |
|  |  |  |

***Yellow Commuter Decals are only available to employees in Low Blue salary range.***

Decals for additional vehicles may be purchased for $15 if no one else in your household is affiliated with the University. Forms received for vehicles previously registered to someone affiliated will be returned if members of your household are affiliated. A vehicle registration form is required for each vehicle you are purchasing a decal.

Gross salary as reported by Human Resources will be used to determine an employee’s salary level. If the decal range you document on the Payroll Deduction form is different than the Human Resources amount, the Human Resources salary will be used as your salary range.

Eligible staff choosing the payroll deduction payment option need to complete the Payroll Deduction Authorization Form at http://parking.siu.edu/registration. Payroll deductions for decal(s) will be taken beginning in August 2025. (Employees on biweekly payroll will have 8 deductions, semimonthly payroll will have 8 deductions, and monthly payroll will receive 4 deductions).

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).

Questions may be directed to the Parking Division office, 618-459-5369, or by email to dps-parking@siu.edu. Our regular business hours are 7:30 a.m. – 4:30 p.m., Monday – Friday.