

Commonwealth Commuter Choice Procedures

Effective Date of Procedure: April 1, 2010

Overview and Purpose

The University of Mary Washington (UMW) provides the fully paid, tax-free, qualified transportation fringe benefit not to exceed the actual commuting cost. The maximum amount is \$115 per month. The procedures below outline the employee application and enrollment process, as well as, the employer ordering, receiving, and distribution of Smart Benefits Vouchers or SmartBenefits.

On August 23, 2000 the Governor signed an Executive order ((71 (01)) that established a new tax-free fringe benefit program, beginning October 1, 2000, for executive branch state agency employees who commute to work by public transportation or vanpool. The program is known as Commonwealth Commuter Choice.

Scope

- Employees
- Finance
- Human Resources

For Employees Interested in/or Participating in the Commuter Choice Program:

Enrollment Procedure Detail

The employee will contact Human Resources and ask to enroll in Commuter Choice. Human Resources will provide the employee with the following forms:

- Commuter Choice Eligibility Requirements
- Commonwealth Commuter Choice Employee Enrollment Form
- Commonwealth Commuter Choice Employee Yearly Certification

The employee should complete the Commuter Choice Eligibility Requirement form first, and send the initialed and signed document to the Human Resource Benefits Administrator. Once the form is approved by Human Resources department, the document is sent to the Associate Vice President for Finance and Controller for approval. The completed Commuter Choice Eligibility Requirements form will serve as verification that the employee is qualified and eligible to participate in the *Commonwealth Commuter Choice Program*. The employee will be notified of their approval.

Once approved, the employee will be required to complete the Employee Enrollment and Yearly Certification forms. The Commonwealth Commuter Choice Employee Enrollment Form is the agreement between UMW and the employee that states the employee will use the benefits appropriately based upon the requirements set forth in the form. The Commonwealth Commuter Choice Employee Yearly Certification is completed by the employee annually (each January). The employee certifies that they will use the benefits appropriately based upon the requirements set forth in the Commonwealth Commuter Choice Employee Enrollment Form. The completed forms should be sent to the Associate Vice President for Finance & Controller for signature.

Once the Commuter Choice Eligibility Requirement form is signed by the Associate Vice President for Finance & Controller, the employee is notified and their information will be entered into the Commuter Direct site. The three forms will be kept in the employee's Commuter Choice file.

Enrolled Employees can receive benefits one of three ways:

- SmartBenefits Vouchers
- Funds directly deposited onto the employee's SmartTrip Card
- Combination of SmartBenefit Vouchers and SmartTrip Card funds

NOTE: VRE does not accept SmartTrip Cards.

Employees will receive SmartBenefits Vouchers if the mode of public transportation accepts them, and does not accept SmartTrip Cards. Employees will be required to sign for their monthly installment of vouchers prior to distribution for audit purposes.

Employees will receive funds directly deposited onto their SmartTrip Card if the mode of public transportation accepts SmartTrip Cards. Employees will be able to load their monthly installment of benefits at the nearest SmartTrip kiosk after the first of each month. Employees are required to receive a printed receipt at the kiosk, and send the original receipt to the Assistant Controller – Compliance for audit purposes. Employees will have one month to download the benefit amount. If the employee has not downloaded the benefit within one month, the benefit amount will be refunded to the University. The University will not be responsible for reissuing any unclaimed benefits under any circumstances.

Employees will receive a combination of SmartTrip vouchers and funds directly deposited on their SmartTrip Cards if the employee is using a combination of public transportations. The combination must include one mode of public transportation that accepts only SmartBenefit Vouchers, and one mode of public transportation that accepts only SmartTrip Cards. Employees will be required to sign for their monthly installment of vouchers, and provide the printed receipt provided by the SmartTrip kiosk for audit purposes.

An employee's SmartTrip Card cannot hold more than \$300. The employee may not be able to download the full benefit amount due to the balance already on the card. Employees will have one full month from when the benefit was issued to claim the remaining benefit. Any benefit amount not downloaded to the employee's SmartTrip card will be refunded to the University. The University is not responsible for reissuing any unclaimed or unused benefit amounts.

NOTE: Employees interested in or enrolled in Commuter Choice do not need to read beyond this point.

For Finance and Human Resource Staff:

Procurement

As mandated by the Commonwealth of Virginia, eVA is the procurement system and items/services should be procured before payment. The order for Commuter Choice benefits will be entered in eVA before ordering from Commuter Choice. eVA is to be entered before payment is made to Commuter Choice.

Orders will need to be entered in eVA by fiscal year with changes made to increase or decrease the total due to additions and deletions of persons to the Commuter Choice program. The Total order will include each person's benefit times the number of months plus employee fee times the number of participant's times the number of months plus the shipping fee times the number of months (i.e. $\$115 + 110 \times 12 + 4.50 \times 2 \times 12 + 12.50 \times 12$). The individual line items will be broken down as follows: one line item per participant to include the total benefit plus the employee fee times the number of months and one line item for the shipping fee times the number of months. All entries will be made following the guidelines set forth in the eVA eMail Workbook found at the following link.

http://www.umw.edu/tess/finance_training/instructional_materials/documents/eVA_eMail_Workbook.final_000.pdf

Adding a New Employee Procedure Detail

To begin the online enrollment process, log into the Commuter Direct homepage:

<https://www.commuterpage.com/>

Commuter Direct Easy Commutes Begin Here[®]

Serving the Greater Washington D.C. Area

Put Your *SmartBenefits* To Work For You!
Receiving your transit benefits getting harder and harder? SmartTrip cards not an option for your commute?
We are here to make your transition to SmartBenefits as easy and seamless as possible! With a SmartBenefits Personal Account you can use your SmartBenefits at any Commuter Store location and through the CommuterDirect.com mail order service.
[Sign up for the SmartBenefits Personal Account Service »](#)

SmartBenefits
Now you can add your SmartBenefits to your account & purchase fares from area transit systems. [Learn More](#)

1x One-Time Orders
Place a single order for transit tokens, tickets, and passes. [Learn More](#)

Renewable Orders
Set up your order to have your ticket, tokens, and passes automatically sent to you on a regular basis. [Learn More](#)

Manage Benefits
Manage transit benefits for your employees, residents, and tenants. [Learn More](#)

Tickets and Passes Delivered to Your Door

My Account Login
Username:
Password:
[Help](#)
[Contact Us](#)
[Create An Account](#)
[Forgot Password?](#)

"ATP helped my company implement Metrochek."

Steps to change your SmartBenefits allocation
Please note that these steps must be completed before the 15th of the month prior to the effective SmartBenefits month (e.g. request by March 15 to affect April SmartBenefits). [Read More...](#)

The Commuter Store | Mobile Commuter Store | CommuterPage.com | Arlington's Car-Free Diet
Arlington Transit - ART | Arlington Transportation Partners | WALKArlington.com | BikeArlington.com

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ARLINGTON TRANSIT

VeriSign
Secured
VERISIGN

Enter the Username and Password

Click Go

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You are now logged in.

My Home: University of Mary Washington

SmartBenefits Information

SmartBenefits® Program Changes Postponed
 Metro officials have requested an extension of its January 1, 2010 deadline to comply with an Internal Revenue Service (IRS) mandate that requires transit benefits and parking benefits to be disbursed and monitored separately. The scheduled SmartBenefits® program changes have been postponed.
[Read more...](#)

Reminder!
 Orders for **July** transit passes are due by **June 10**.
 You have **29** days to complete your order.
 Any changes or additions made to your orders must be submitted by the 10th of the month to be effective for the following month's transit passes.

Events
Bicycle Friendly Business Workshop
 When: June 9, 2 – 4 pm
 Where: Arlington Transportation Partners (near the Rosslyn Metro Station)
 1501 Wilson Blvd, Suite 1100, Arlington, VA 22209
 RSVP: Please respond to info@bikearlington.com by Friday, June 4
 The League of American Bicyclists' 'Bicycle Friendly Business' (BFB) program nationally recognizes employer efforts to encourage a more bicycle-friendly atmosphere for employees and guests, such as providing secure bike parking or shower facilities. A BFB practices social responsibility by integrating bicycling into the business culture and giving employees the opportunity to be active stewards of their personal and environmental health through cycling.
 At the workshop, Arlington Transportation Partners, BikeArlington, goDCgo, and the League of American Bicyclists will provide technical assistance and information to help companies, residential properties, and organizations become more bike friendly, and apply for recognition in the BFB program.
 Why be bike friendly?
 • Healthy employees are hardworking, on-time employees who

Account Snapshot

Manage Benefits

Account Statistics
 0 active employees
 0 SmartTrip benefit orders
 0 suspended orders **II**
 0 home-shipped orders

Recent Benefit Shipments [\[View All\]](#)
 04/12/2010 - 1 employees processed
 03/12/2010 - 1 employees processed
 02/12/2010 - 1 employees processed

One-Time Orders

Last Four(4) Orders - [View All](#)

9/18/2009	\$226.50	SHIPPED	View
-----------	----------	---------	----------------------

Brochures

No brochure orders on record.

Enrollment Forms

- ☐ Direct Benefits Enrollment Form
- ☐ Pretax Salary Deduction Enrollment Form

After logging in, you will be brought to the account's homepage (shown above).

Today's Date: May 11, 2010
Welcome, University of Maryland
Washington
Log Out

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[Manage Benefits](#)
[One-Time Orders](#)
[Brochures](#)

SmartBenefits Information

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[Read more...](#)

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Account Snapshot

Manage Benefits

Account Statistics

1	active employee
0	SmartTrip benefit orders
0	suspended orders
0	home-shipped orders

Recent Benefit Shipments [\[view All\]](#)

04/12/2010 - 1 employees processed
03/12/2010 - 1 employees processed
02/12/2010 - 1 employees processed

Recently Added Employees - [\[Add New\]](#)

Laura Allison

Recently Updated Employees

Laura Allison

One-Time Orders

Last Four(4) Orders - View All			
9/16/2009	\$226.50	SHIPPED	View

Brochures

No brochure orders on record.

Hover the mouse over Services until the drop down menu appears. Select Manage Benefits.

Enter in the Employee's first name, middle initial, and last name. If the employee will be receiving funds directly deposited to their SmartTrip Card, enter it here.

The screenshot shows the 'Add Employee' form in the CommuterDirect Corporate Services portal. The header includes the logo, navigation links (My Home, My Account, Services, Forms, Reports, Products), and a user welcome message for 'University of Mary Washington' dated May 11, 2010. The form fields are as follows:

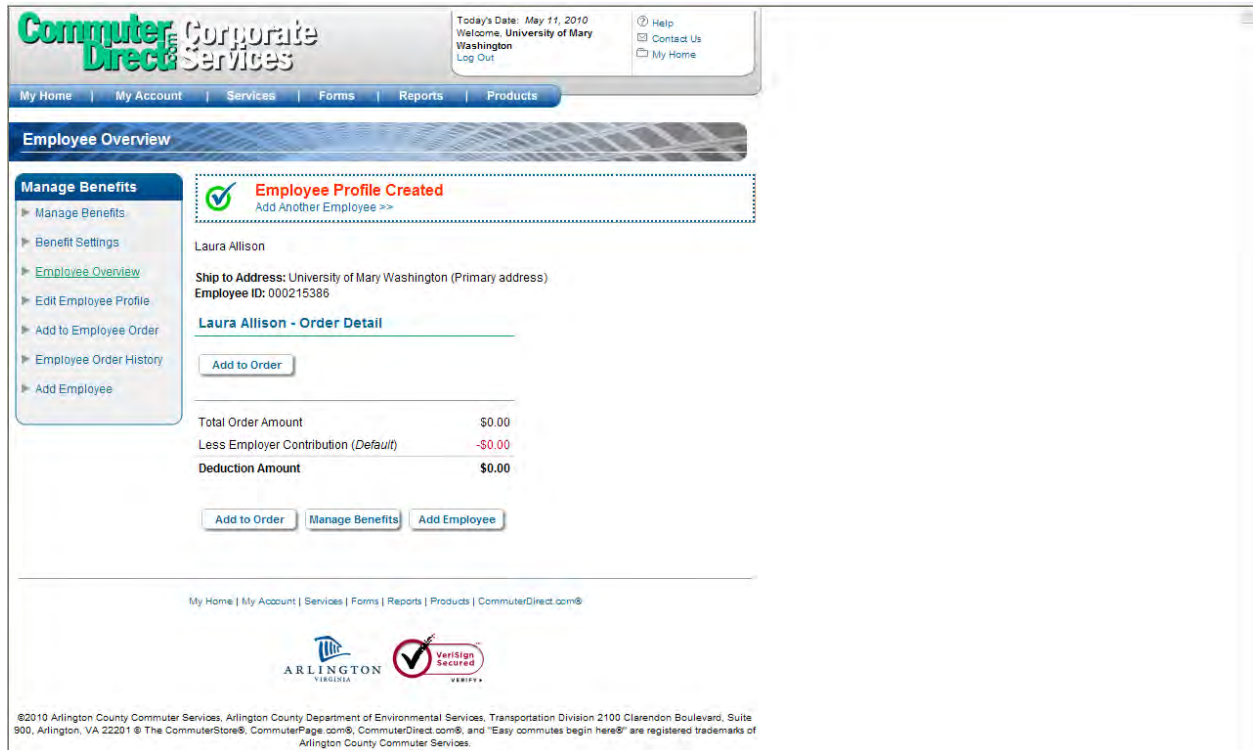
- First Name***: Laura
- MI**: T
- Last Name***: Allison
- Ship-To Location***: University of Mary Washington (Primary Address) [dropdown menu]
- Street Address**: [text field]
- Apartment / Building / Floor / Room / Suite**: [text field]
- City**: [text field]
- State**: select one [dropdown menu]
- ZIP / Postal Code**: [text field]
- Employee Identifier**: 000215386
- SmartTrip Card Number**: [text field]
- Active**: [checkbox]
- Added**: [checkbox]
- Changed**: [checkbox]

A 'SAVE' button is located at the bottom of the form. The footer contains navigation links, logos for Arlington Virginia and VeriSign, and copyright information for Arlington County Commuter Services.

Select the drop down menu for Ship to Location*. Select University of Mary Washington (Primary Address)

Enter the Employee Identification number

Click Save



The employee profile has been created

Smart Benefits Voucher Order Procedure Detail

To order SmartBenefits Vouchers immediately after adding a new employee, click Add to Order (see the screen shot above)

OR

From the Manage Benefits Screen:

Computer Direct Corporate Services

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Manage Benefits

Manage Benefits Tools & Settings

Employee Status: ☐ Active ☒ Inactive ☐ Both

Employee Orders: ☐ With Orders ☐ Without Orders ☒ Both

Order Types: ☒ ALL ☐ Recently Updated ☐ SmartTrip Benefits ☐ Suspended

Ship To Location: ☒ ALL ☐ Home ☐ SmartTrip Only ☐ Office Location

Display: 25 Records per page

Search: First Name, Last Name, Starting On/After, Filter Display, Run Filter

Benefit Settings | Add Employee | Export To Excel | Reset Filter

Applied Filter

Employee Status: Active
Employee Orders: With & Without Orders
Order Types: All Orders
Ship To Location: All Locations
Starting On/After: All Orders
Search: No Text Search Applied

1 to 1 of 1 Employees
Page: 1

Emp. Name Identifier	SmartTrip No.	Ship to Location	Order Description	Qty	Amount	Start Date/ End Date
Laura Allison 000215386	-	Primary Address	-	-	-	-

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Click the employee name (highlighted in blue) for which you are ordering vouchers.

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Employee Overview

Manage Benefits

Laura Allison

Ship to Address: University of Mary Washington (Primary address)
Employee ID: 000215386

Laura Allison - Order Detail

Add to Order

Total Order Amount	\$0.00
Less Employer Contribution (Default)	-\$0.00
Deduction Amount	\$0.00

Add to Order | Manage Benefits | Add Employee

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Click Add to Order

Add To Employee Order: Laura Allison

Manage Benefits
 Manage Benefits
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 Add to Employee Order
 Employee Order History
 Add Employee


Metrobus and Metrorail
 The Metro system is the regional bus and rail public transit system in the Washington, D.C. area, operating in D.C., Virginia and Maryland. Note: to purchase SmarTrip cards or SmartBenefits Vouchers, or add SmarTrip benefit value, see SmarTrip and SmartBenefits.


ART - Arlington Transit
 ART operates within Arlington County, providing access to Metrorail and supplementing Metrobus with smaller, neighborhood-friendly vehicles. NOTE: ART Ride Tokens, which can only be used by students with a valid middle or high school ID, are available only from The Commuter Store.


Virginia Railway Express - VRE
 VRE connects northern Virginia and Washington, D.C. with commuter rail service on two lines, one from Fredericksburg and one from Manassas. VRE stations in the Washington metropolitan area are: Crystal City (Arlington, VA), L'Enfant Plaza (Washington DC), and Union Station (Washington DC).


MARC Train Service
 The MARC Train Service (MARC) is an integral component of Maryland's transportation system. The 187-mile commuter rail system, providing service on three lines, between Washington, DC and Baltimore, MD; Washington, DC and Perryville, MD; and Washington, DC and Martinsburg, WV.


Circulator
 The DC Circulator is for and about Washington DC's center city. Linking cultural, entertainment and business destinations within the city's central core, this dynamic transit system promotes ease of movement in our world-class capital city.


DASH
 The Alexandria Transit Company's DASH system provides safe and reliable bus service within the City of Alexandria and connects with Metrobus, Metrorail, Virginia Railway Express, and the Fairfax Connector. DASH serves all Metrorail stations within the City of Alexandria and the Pentagon Transit Center (Lower Level Bay 7) during rush hour.


Georgetown Metro Connection
 The Georgetown Metro Connection serves all Metrobus stops in Georgetown, and operates express service between Georgetown and Foggy Bottom-GWU, Rosslyn and Dupont Circle Metro stations.


SmarTrip® and SmartBenefits®
 Employees may exchange unused SmartBenefits vouchers for regional transit systems which have not adopted the SmarTrip fare payment system: Virginia Railway Express (VRE), MARC Rail, MTA commuter buses (Eyre, Dillon's and Keller) and MetroAccess.


STAR - Senior/Disabled Taxicab Tickets
 Through the STAR program (Specialized Transit for Arlington Residents), three area taxicab companies offer a 10% discount to passengers 55 and over or persons with disabilities. Blue Top Cab Company offers a discount to older passengers who request the discount of the driver at the time of the trip. Red Top and Yellow Cab Companies sell coupon books at a 10% discount that are used as fare and turned in at the time of the ride.


Vanpools
 Vanpooling is an arrangement by a group of commuters to drive together in a van to their place (or places) of business. Full-size vans and minivans carry 7 to 15 passengers and therefore are the next step up from carpools. Vanpools usually consist of individuals who live near each other and are employees of the same company (or are employees of different companies located only a short distance apart) and have the same work hours.

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Click SmarTrip® and SmartBenefits® for SmartBenefit Vouchers OR Metrobus and Metrorail for SmartTrip Card benefits

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Add To Employee Order: Laura Allison

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
- Edit Employee Profile
- Add to Employee Order
- Employee Order History
- Add Employee

SmartTrip® and SmartBenefits®

Employees may exchange unused SmartBenefits vouchers for regional transit systems which have not adopted the SmartTrip fare payment system: Virginia Railway Express (VRE), MARC Rail, MTA commuter buses (Eyre, Dillon's and Keller) and MetroAccess.

Fare Item: --Select A Product--

Quantity: 1

Start Date: 07-01-2010

End Date: Never

Suspend Benefit: Do Not Suspend

07/01/2010 - 07/31/2010
08/01/2010 - 08/31/2010
09/01/2010 - 09/30/2010
10/01/2010 - 10/31/2010

To select multiple time periods for suspension, hold down ctrl key while selecting.

Total: \$

Save

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For SmartBenefit Vouchers: from the drop down menu -Select A Product-, select the amount of SmartBenefits Vouchers to be ordered by selecting the voucher amount and increasing the quantity accordingly.

For SmartTrip Card benefits: from the drop down menu – Select A Product-, select SmartTrip Benefit (\$1) (\$1.00). Increase the Quantity amount by using the +/- button as needed.

Select a Start Date

Select an End Date if applicable

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Add To Employee Order: Laura Allison

Manage Benefits
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 Add Employee

SmartTrip® and SmartBenefits®
 Employees may exchange unused SmartBenefits vouchers for regional transit systems which have not adopted the SmartTrip fare payment system: Virginia Railway Express (VRE), MARC Rail, MTA commuter buses (Eyre, Dillon's and Keller) and MetroAccess.

Fare Item: **SmartBenefits Vouchers \$1 (\$1.00)**
 Quantity:
 Start Date: **07-01-2010**
 End Date: **Never**
 Suspend Benefit: **Do Not Suspend**
 07/01/2010 - 07/31/2010
 08/01/2010 - 08/31/2010
 09/01/2010 - 09/30/2010
 10/01/2010 - 10/31/2010

Total: **\$1.00**

Save

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Leave the Suspended Benefit dropdown screen as Do Not Suspend

The Total field will self calculate based upon the amounts/quantity added. If the amount in the total field is correct, click Save.

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Employee Overview

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 Manage Benefits
 Benefit Settings
Employee Overview
 Edit Employee Profile
 Add to Employee Order
 Employee Order History
 Add Employee

Employee Order Created

Laura Allison
 Ship to Address: University of Mary Washington (Primary address)
 Employee ID: 000215386

Laura Allison - Order Detail

Product	Qty	Each	Amount	Start Date	End Date
<input checked="" type="checkbox"/> SmartBenefits: SmartBenefits Vouchers \$1	1	\$1.00	\$1.00	07/01/2010	-
Total Order Amount					\$1.00
Less Employer Contribution (Default)					-\$1.00
Deduction Amount					\$0.00

Add to Order Manage Benefits Add Employee

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The order has been created.

Employees are enrolled to participate in the Commuter Choice Program for one calendar year at a time; therefore, UMW does not place “One Time Orders” though Commuter Direct. If the employee receives vouchers, the vouchers are automatically sent via FedEx each month. If the employee has their benefits (or a portion of their benefits) placed on their SmartTrip card, this is automatically done the first of each month.

SmartBenefits Voucher Order Cancelation Procedure Detail

From the Home Screen

The screenshot shows the Commuter Direct Corporate Services web application. The header includes the logo, a navigation menu (My Home, My Account, Services, Forms, Reports, Products), and user information (Today's Date: May 11, 2010; Welcome, University of Mary Washington; Log Out; Help; Contact Us; My Home). The main content area is titled "My Home: University of Mary Washington" and features several sections:

- SmartBenefits Information:** A notice titled "SmartBenefits® Program Changes Postponed" stating that Metro officials have requested an extension of the January 1, 2010 deadline to comply with an IRS mandate. A "Read more..." link is provided.
- Reminder!** A section stating that orders for July transit passes are due by June 10, with 29 days to complete the order. It also mentions that changes or additions must be submitted by the 10th of the month.
- Events:** A section titled "Bicycle Friendly Business Workshop" with details about the date (June 9, 2-4 pm), location (Arlington Transportation Partners), and RSVP information.
- Account Snapshot:** A section titled "Manage Benefits" containing:
 - Account Statistics:** A list showing 1 active employee, 0 SmartTrip benefit orders, 0 suspended orders, and 0 home-shipped orders.
 - Recent Benefit Shipments:** A list showing 1 employee processed on 04/12/2010, 03/12/2010, and 02/12/2010.
 - Recently Added Employees:** A list showing Laura Allison.
 - Recently Updated Employees:** A list showing Laura Allison.
 - One-Time Orders:** A table showing the last four orders, with one order on 9/16/2009 for \$226.50, SHIPPED.
 - Brochures:** A section stating "No brochure orders on record."

Today's Date: May 11, 2010
Welcome, University of Maryland
Washington
Log Out

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SmartBenefits Information

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Account Snapshot

Manage Benefits

Account Statistics

- 1 active employee
- 0 SmartTrip benefit orders
- 0 suspended orders II
- 0 home-shipped orders

Recent Benefit Shipments [\[View All\]](#)

- 04/12/2010 - 1 employees processed
- 03/12/2010 - 1 employees processed
- 02/12/2010 - 1 employees processed

Recently Added Employees - [\[Add New\]](#)

Laura Allison

Recently Updated Employees

Laura Allison

One-Time Orders

Last Four(4) Orders - [View All](#)

9/16/2009	\$226.50	SHIPPED	View
-----------	----------	---------	----------------------

Brochures

No brochure orders on record.

Hover the mouse over Services and Select Manage Benefits.

Manage Benefits Tools & Settings Hide

Employee Status

☒ Active
☐ Inactive
☐ Both

Employee Orders

☐ With Orders
☐ Without Orders
☒ Both

Order Types

☒ ALL
☐ Recently Updated
☐ SmartTrip Benefits
☐ Suspended

Ship To Location

☒ ALL
☐ Home
☐ SmartTrip Only
☐ Office Location

Primary Address ▼

Display 25 Records per page ☐ Display Cancelled Orders

Search
 First Name Last Name Starting On/After ALL ORDERS ▼ Filter Display View ▼ Run Filter

[Benefit Settings](#) [Add Employee](#) [Export To Excel](#) [Reset Filter](#)

Applied Filter



Employee Status: Active
 Employee Orders: With & Without Orders
 Starting On/After: All Orders
 Order Types: All Orders
 Ship To Location: All Locations
 Search: No Text Search Applied

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Emp. Name Identifier	SmartTrip No.	Ship to Location	Order Description	Qty	Amount	Start Date/ End Date
Laura Allison 000215386	-	Primary Address	SmartBenefits - SmartBenefits Vouchers \$1	1	\$1.00	07-01-10 -

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Click the name of the employee whose order you will be canceling (highlighted in blue).

CommuterDirect Corporate Services

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Employee Overview

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview**
- Edit Employee Profile
- Add to Employee Order
- Employee Order History
- Add Employee

Laura Allison

Ship to Address: University of Mary Washington (Primary address)
 Employee ID: 000215386

Laura Allison - Order Detail



Product	Qty	Each	Amount	Start Date	End Date
<input checked="" type="checkbox"/> SmartBenefits: SmartBenefits Vouchers \$1	1	\$1.00	\$1.00	07/01/2010	-

[Edit Order](#)

Total Order Amount \$1.00
 Less Employer Contribution (Default) -\$1.00
 Deduction Amount \$0.00

[Add to Order](#) [Manage Benefits](#) [Add Employee](#)

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Under Product, click the order you'd like to cancel.

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Edit Employee Order: Laura Allison

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
- Edit Employee Profile
- Add to Employee Order
- Employee Order History
- Add Employee

SmartBenefits® and SmartBenefits®
Employees may exchange unused SmartBenefits vouchers for regional transit systems which have not adopted the SmartTrip fare payment system: Virginia Railway Express (VRE), MARC Rail, MTA commuter buses (Eyre, Dillon's and Keller) and MetroAccess.

Fare Item: **SmartBenefits Vouchers \$1**

Quantity: 1

Start Date: 07/01/2010

End Date: Never

Suspend Benefit: Do Not Suspend

To select multiple time periods for suspension, hold down ctrl key while selecting.

07/01/2010 - 07/31/2010
08/01/2010 - 08/31/2010
09/01/2010 - 09/30/2010
10/01/2010 - 10/31/2010

Total: \$ 1.00

Update Cancel Order

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Click Cancel Order

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Edit Employee Order: Laura Allison

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
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Quantity: 1

Start Date: 07/01/2010

End Date: Never

Suspend Benefit: Do Not Suspend

To select multiple time periods for suspension, hold down ctrl key while selecting.

07/01/2010 - 07/31/2010
08/01/2010 - 08/31/2010
09/01/2010 - 09/30/2010
10/01/2010 - 10/31/2010

Total: \$ 1.00

Update Cancel Order

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When prompted "Are you sure you want to cancel the order?" select OK

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Employee Overview

Manage Benefits

Manage Benefits

Benefit Settings

Employee Overview

Edit Employee Profile

Add to Employee Order

Employee Order History

Add Employee

✓ Employee Order Canceled

Laura Allison

Ship to Address: University of Mary Washington (Primary address)
Employee ID: 000215386

Laura Allison - Order Detail

Show cancelled orders

Add to Order

Total Order Amount\$0.00

Less Employer Contribution (Default)-\$0.00

Deduction Amount\$0.00

Add to OrderManage BenefitsAdd Employee

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The order will be canceled

Making an Active Employee “Inactive”

From the Home Screen

The screenshot shows the home screen of the Computer Direct Corporate Services web application. The header includes the logo, a navigation menu, and user information. The main content area is divided into several sections: SmartBenefits Information, a Reminder, Events, and an Account Snapshot. The Account Snapshot section contains Manage Benefits, Account Statistics, Recent Benefit Shipments, Recently Added/Updated Employees, One-Time Orders, and Brochures.

Computer Direct Corporate Services

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My Home: University of Mary Washington

SmartBenefits Information

SmartBenefits® Program Changes Postponed

Metro officials have requested an extension of its January 1, 2010 deadline to comply with an Internal Revenue Service (IRS) mandate that requires transit benefits and parking benefits to be disbursed and monitored separately. The scheduled SmartBenefits® program changes have been postponed.

[Read more...](#)

Reminder!

Orders for July transit passes are due by **June 10**.
You have **29** days to complete your order.

Any changes or additions made to your orders must be submitted by the 10th of the month to be effective for the following month's transit passes.

Events

Bicycle Friendly Business Workshop

When: June 9, 2 – 4 pm
Where: Arlington Transportation Partners (near the Rosslyn Metro Station)
1501 Wilson Blvd, Suite 1100, Arlington, VA 22209
RSVP: Please respond to info@bikearlington.com by Friday, June 4

The League of American Bicyclists' Bicycle Friendly Business (BFB) program nationally recognizes employer efforts to encourage a more bicycle-friendly atmosphere for employees and guests, such as providing secure bike parking or shower facilities. A BFB practices social responsibility by integrating bicycling into the business culture and giving employees the opportunity to be active stewards of their personal and environmental health through cycling.

At the workshop, Arlington Transportation Partners, BikeArlington, goDCgo, and the League of American Bicyclists will provide technical assistance and information to help companies, residential properties, and organizations become more bike friendly, and apply for recognition in the BFB program.

Account Snapshot

Manage Benefits

Account Statistics

1	active employee
0	SmartTrip benefit orders
0	suspended orders
0	home-shipped orders

Recent Benefit Shipments [\[View All\]](#)

04/12/2010	- 1 employees processed
03/12/2010	- 1 employees processed
02/12/2010	- 1 employees processed

Recently Added Employees - [\[Add New\]](#)
Laura Allison

Recently Updated Employees
Laura Allison

One-Time Orders

Last Four(4) Orders - View All			
9/16/2009	\$226.50	SHIPPED	View

Brochures

No brochure orders on record.

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[My Home: University of M](#)
[Manage Benefits](#)
[One-Time Orders](#)
[Brochures](#)

SmartBenefits Information

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Account Snapshot

Manage Benefits

Account Statistics

- 1 active employee
- 0 SmartTrip benefit orders
- 0 suspended orders **II**
- 0 home-shipped orders

Recent Benefit Shipments [\[View All\]](#)

- 04/12/2010 - 1 employees processed
- 03/12/2010 - 1 employees processed
- 02/12/2010 - 1 employees processed

Recently Added Employees - [\[Add New\]](#)

Laura Allison

Recently Updated Employees

Laura Allison

One-Time Orders

Last Four(4) Orders - [View All](#)

9/16/2009	\$226.50	SHIPPED	View
-----------	----------	---------	----------------------

Brochures

No brochure orders on record.

Hover the mouse over Services and Select Manage Benefits

Manage Benefits

Manage Benefits Tools & Settings

Employee Status

☒ Active
 ☐ Inactive
 ☐ Both

Employee Orders

☐ With Orders
 ☐ Without Orders
 ☒ Both

Order Types

☒ ALL
 ☐ Recently Updated
 ☐ SmartTrip Benefits
 ☐ Suspended

Ship To Location

☒ ALL
 ☐ Home
 ☐ SmartTrip Only
 ☐ Office Location

Display Records per page

☐ Display Cancelled Orders

Search

First Name

Last Name

Starting On/After

Filter Display

Applied Filter

Employee Status:

Employee Orders:

Order Types:

Ship To Location:

Active

With & Without Orders

All Orders

All Locations

Starting On/After: All Orders

Search:

No Text Search Applied

<< Previous

1 to 1 of 1 Employees

Next >>

Page: 1

Emp. Name Identifier

SmarterTrip No.

Ship to Location

Order Description

Qty

Amount

Start Date/End Date

Laura Allison

000215386

Primary Address

<< Previous

Page: 1

Next >>

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Select the Employee which you'd like to inactivate

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Employee Overview

Manage Benefits

Manage Benefits

Benefit Settings

Employee Overview

Edit Employee Profile

Add to Employee Order

Employee Order History

Add Employee

Laura Allison

Ship to Address: University of Mary Washington (Primary address)

Employee ID: 000215386

Laura Allison - Order Detail

Show cancelled orders

Total Order Amount

\$0.00

Less Employer Contribution (Default)

-\$0.00

Deduction Amount

\$0.00

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On the left hand side, Click Edit Employee Profile.

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Edit Employee Profile

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
- Edit Employee Profile**
- Add to Employee Order
- Employee Order History
- Add Employee

First Name*
Laura

MI
T

Last Name*
Allison

Ship-To Location*
University of Mary Washington (Primary Address)

Street Address

Apartment / Building / Floor / Room / Suite

City

State
select one

ZIP / Postal Code

Employee Identifier
000215386

SmarTrip Card Number: Active Added Changed

Add new card: ☐

Employee Profile Active

Check this box to disable account ☐

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At the bottom, see Employee Profile Active. Tick the box that says Check the box to disable account.

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Corporate Services

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Products

Edit Employee Profile

Manage Benefits

Manage Benefits

Benefit Settings

Employee Overview

Edit Employee Profile

Add to Employee Order

Employee Order History

Add Employee

First Name*

Laura

MI

T

Last Name*

Allison

Ship-To Location*

University of Mary Washington (Primary Address)

Street Address

Apartment / Building / Floor / Room / Suite

City

State

select one

ZIP / Postal Code

Employee Identifier

000215386

SmarTrip Card Number

Active

Added

Changed

Add new card:

Employee Profile Active

Check this box to disable account

☒

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Verification

Secure

VERIFY

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Click Save

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Employee Overview

Manage Benefits

Manage Benefits

Benefit Settings

Employee Overview

Edit Employee Profile

Add to Employee Order

Employee Order History

Add Employee

✓ Employee Profile Updated

Laura Allison

Ship to Address: University of Mary Washington (Primary address)

Employee ID: 000215386

Laura Allison - Order Detail

Show cancelled orders

No orders on file.

Total Order Amount	\$0.00
Less Employer Contribution (Default)	-\$0.00
Deduction Amount	\$0.00

Manage Benefits

Add Employee

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To double check that the Employee's account is inactive, from the screen above, select Edit Employee Profile.

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Edit Employee Profile

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
- Edit Employee Profile**
- Add to Employee Order
- Employee Order History
- Add Employee

First Name*	MI	Last Name*
Laura	T	Allison

Ship-To Location*
University of Mary Washington (Primary Address) ▼

Street Address

Apartment / Building / Floor / Room / Suite

City

State
select one ▼

ZIP / Postal Code

Employee Identifier
000215386

SmarTrip Card Number: Active Added Changed



Add new card: ☐

Employee Profile Disabled

Uncheck this box to enable account ☒

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You will see in bolded red **Employee Profile Disabled**

The "Check this box to disable account box" will be selected.

“Reactive” Disabled Employee Account

From the Home Screen

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SmartBenefits Information

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Account Snapshot

Manage Benefits

Account Statistics
1 active employee
0 SmartTrip benefit orders
0 suspended orders II
0 home-shipped orders A

Recent Benefit Shipments [\[View All\]](#)
04/12/2010 - 1 employees processed
03/12/2010 - 1 employees processed
02/12/2010 - 1 employees processed

Recently Added Employees - [\[Add New\]](#)
Laura Allison

Recently Updated Employees
Laura Allison

One-Time Orders

Last Four(4) Orders - [View All](#)

9/16/2009	\$226.50	SHIPPED	View
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Brochures

No brochure orders on record.

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Manage Benefits

One-Time Orders

Brochures

SmartBenefits Information

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Account Snapshot

Manage Benefits

Account Statistics

1 active employee

0 SmartTrip benefit orders

0 suspended orders II

0 home-shipped orders

Recent Benefit Shipments [\[View All\]](#)

04/12/2010 - 1 employees processed

03/12/2010 - 1 employees processed

02/12/2010 - 1 employees processed

Recently Added Employees - [\[Add New\]](#)

Laura Allison

Recently Updated Employees

Laura Allison

One-Time Orders

Last Four(4) Orders - [View All](#)

9/16/2009	\$226.50	SHIPPED	View
-----------	----------	---------	----------------------

Brochures

No brochure orders on record.

Hover the mouse over Services and select Manage Benefits.

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Manage Benefits

Manage Benefits Tools & Settings

Employee Status

☒ Active

☐ Inactive

☐ Both

Employee Orders

☐ With Orders

☐ Without Orders

☒ Both

Order Types

☒ ALL

☐ Recently Updated

☐ SmartTrip Benefits

☐ Suspended

Ship To Location

☒ ALL

☐ Home

☐ SmartTrip Only

☐ Office Location

Primary Address:

Display Records per page

☐ Display Cancelled Orders

Search

First Name Last Name

Starting On/After Filter Display

Applied Filter:

Employee Status: Active

Employee Orders: With & Without Orders

Order Types: All Orders

Ship To Location: All Locations

Starting On/After: All Orders

Search: No Text Search Applied

<< Previous 0 of 0 Orders Page: Next >>

No records found. Please modify your search.

<< Previous Page: Next >>

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Under Employee Status, click Inactive and then Run Filter.

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Employee Overview

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
- Edit Employee Profile
- Add to Employee Order
- Employee Order History
- Add Employee

Laura Allison

Ship to Address: University of Mary Washington (Primary address)
Employee ID: 000215386

[Laura Allison - Order Detail](#) [Show cancelled orders](#)

No orders on file.

Total Order Amount	\$0.00
Less Employer Contribution (Default)	-\$0.00
Deduction Amount	\$0.00

[Manage Benefits](#)
[Add Employee](#)

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On the left, select Edit Employee Profile

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Edit Employee Profile

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
- Edit Employee Profile**
- Add to Employee Order
- Employee Order History
- Add Employee

First Name*	MI	Last Name*
Laura	T	Allison

Ship-To Location*

University of Mary Washington (Primary Address) ▼

Street Address

Apartment / Building / Floor / Room / Suite

City

State ZIP / Postal Code

select one

Employee Identifier

000215386

SmarTrip Card Number Active Added Changed

Add new card:

☐

Employee Profile Disabled

Uncheck this box to enable account ☒

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See **Employee Profile Disabled**

Uncheck the box that says “Uncheck the box to enable account”.

Click Save.

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Employee Overview

Manage Benefits

- Manage Benefits
- Benefit Settings
- Employee Overview
- Edit Employee Profile
- Add to Employee Order
- Employee Order History
- Add Employee

Employee Profile Updated

Laura Allison

Ship to Address: University of Mary Washington (Primary address)
Employee ID: 000215386

[Laura Allison - Order Detail](#) [Show cancelled orders](#)

[Add to Order](#)

Total Order Amount	\$0.00
Less Employer Contribution (Default)	-\$0.00
Deduction Amount	\$0.00

[Add to Order](#) [Manage Benefits](#) [Add Employee](#)

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Edit Employee Profile

Manage Benefits
 Manage Benefits
 Benefit Settings
 Employee Overview
Edit Employee Profile
 Add to Employee Order
 Employee Order History
 Add Employee

First Name*
 Laura
 MI
 T
 Last Name*
 Allison
 Ship-To Location*
 University of Mary Washington (Primary Address)
 Street Address
 Apartment / Building / Floor / Room / Suite
 City
 State
 select one
 ZIP / Postal Code
 Employee Identifier
 000215386
 SmartTrip Card Number
 Add new card:
 Employee Profile Active
 Check this box to disable account
 SAVE

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The "Check this box to disable account box" will not be selected.

SmartBenefits Voucher Receiving Procedure Detail

SmartTrip Card

Benefits applied to an employee's SmartTrip cards are automatically updated the first of each month. In order to access their monthly benefit, the employee must download their benefits at a SmartTrip kiosk located at the majority of Metro Stations. The employee will scan their SmartTrip card, and enter the dollar amount they receive in their monthly benefit. At this point, the money has successfully loaded onto the SmartTrip card. The employee will receive a receipt confirming the download. The original receipt will be turned into the Finance department each month by the employee as proof that the benefit was downloaded to their SmartTrip card.

SmartBenefits Vouchers

SmartBenefits Vouchers are delivered by FedEx to GW 111 monthly (unless vouchers are not ordered due to inactive accounts). A signature is required for the vouchers to be released to UMW. Once the vouchers are received and signed for:

- The vouchers are reviewed to ensure that the correct dollar amounts of vouchers are received

- The Distribution List (which is included with the vouchers) is reviewed, and then sent to the Small Purchase Charge Card Cardholder (whose account is being charged for the benefits) to be kept with the cardholder's purchase log. A copy will be kept in the Commuter Choice file.
- An invoice is printed off of the Commuter Choice Website by going to Reports, and selecting Order Reports, and then the benefit period. The report shows additional fees such as shipping, and participation fees. A copy will be provided to the Small Purchase Charge Card Cardholder for their records. This will show the actual amount charged to the employee's SPCC. A copy will also be kept in the Commuter Choice file.

CommuterDirect.com Corporate Services: Order Sta. .

Order Statement

[Order Statement](#) | [Order/Payment History](#) | [Benefit Summary](#) | [Tax Savings](#) | [One-Time Orders](#) | [Brochure Orders](#)

View Benefit Period:

[Export to Excel](#)

Order Statement for University of Mary Washington

 Displaying **February 2011** Shipments
 For **March 2011** Benefit Period

[Print Report](#)

Part 1: Order Detail 🏠 - Ship to home address

Employee	Employee Identifier	Order Description	Unit Cost	Qty	Amount
Debra Hockenberry	005072610	SmartTrip Benefit (\$1)	\$1.00	115	\$115.00
Sheshalatha Reddy	000215386	SmartBenefits Vouchers \$30	\$30.00	2	\$60.00
		SmartTrip Benefit (\$1)	\$1.00	50	\$50.00
Part 1 Subtotal					\$225.00

Part 2: Service Fees

Item Description	Number	Fee	Amount
Number of Employees Participating:	2	\$4.50	\$9.00
Office Shipping/Delivery Charge (per location):	1	\$25.00	\$25.00
Optional Home Delivery (per employee):	0	\$2.00	\$0.00
Part 2 Subtotal			\$34.00

Total Amount (Part 1 Subtotal + Part 2 Subtotal): **\$259.00**

SmartBenefits Voucher Distribution Procedure Detail

The employee is notified via email that their monthly stipend of vouchers is ready for pick up. When the employee comes to pick up their SmartBenefits Vouchers, they must sign the Commuter Choice Log Sheet.

The distributor should:

- Date the log in the “Date” field
- Note the total voucher amount in the “Total Voucher Amount to be Distributed” field
- Print their name in the “Provided by” field

The employee should:

- Print their first and last name in the “Employee Name (Printed)” field
- Sign their first and last name in the “Employee Signature” field

The log sheet should be kept with the employees Commuter Choice file.

Commuter Choice Employee Yearly Certification

During the month of January, Commonwealth Commuter Choice Employee Yearly Certification forms should be distributed to each participating employee. Participants will be required to complete this certification each year they participate in the Commuter Choice program regardless of the months participated or amounts received. This document will be distributed to all participating employees when the University reopens after winter break, completed, and returned back to the Finance Department no later than January 31. The annual certification document will be kept in the participating employee’s Commuter Choice file.

Creation and Approvals

This procedure is issued by the Finance Department and approved by the Associate Vice President for Finance and Controller, August 25, 2010.

Revision

0. Laura Tabler-Allison, Assistant Controller – Compliance, April 29, 2010
1. Laura Tabler-Allison, Assistant Controller – Compliance, March 7, 2011