



MEMORANDUM

TO: Departmental Parking Representative

FROM: Jill Brown, Manager Permit Office, Parking & Transit Services

DATE: May 27, 2020

SUBJECT: Parking Assignments for 2020-21

Thank you for serving as the Departmental Parking Representative. We count on your insights and **recommendations** about which staff and faculty should be assigned to what area. We don't know the intricacies of seniority, new staff, retirements, etc. with your cost centers so your help is invaluable.

The timeline (and deadlines in **bold**) for staff permit allocations is as follows:

May 27 – June 19	Departmental Parking Reps online recommendations
June 19 – July 20	Parking & Transit processes requests & allocates spaces <i>(Please note there may be lots of follow up calls to work this out)</i>
July 20	Email sent to staff and faculty they can renew their permit online
July 20	Permits will be start to be mailed to the address indicated

You are specifically authorized to access the online program at:

<https://webapps.utk.edu/Parking/EmployeePermitsManager/Entrance.aspx>

A. INSTRUCTIONS FOR USING THE ONLINE ALLOCATIONS PROGRAM

- Enter your NetID and password to login
- Follow the instructions for accessing your departmental parking information
- Review the online database:
 1. Verify all your costs centers are indicated
 2. Verify all the parking areas are represented
 3. Remove any staff no longer with your department or no longer eligible (term, emeritus, GTAs, GAs or any other students)
 4. Add staff who are now with your department
 5. Move staff from one area to another IF it is appropriate and space is available
 6. Review all changes and finalize
 7. Deadline **June 19, 2020**
 8. If you make a mistake or have a change after it is finalized, please contact Jill Brown at 974-6059 or jbrown10@utk.edu or our office 974-6031.

For your information, we have posted resources on a special webpage for departmental parking representatives, including a detailed PowerPoint Presentation since we are unable to conduct in-person training this year:

<https://parking.utk.edu/resources-for-parking-representatives/>

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