

2023 Staff Parking Permit Allocations Information

Departmental Parking Representatives Meeting
May 22, 2023
Student Union Room 262
11am-1pm



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE



Parking & Transportation

Summary of Topics Covered

- Staff Permit Information, Accessible Permits & Important Dates
- QR Code Validated Parking & Print-On-Demand Permits
- Staff Permits for Temp Staff, Contract, Emeritus & Reserved
- Special Events Parking & Charter Bus Service
- Staff Allocations Process
- New Hires, Employees Leaving & Final Thoughts

Staff Parking Lot Changes for 2023-24

Staff Parking Lot Changes for 2023-24

*****NONE*****

UPDATE

CONSTRUCTION IMPACTING PARKING

- Nursing – construction resulted in loss of ~50 spaces permanently
- Admin Garage Rehab – impacts parking this summer & smaller areas of G3 & G4 this fall
- A section of Staff 5 under the Neyland Stadium Gate 10 scheduled to reopen in August
- Vol Blvd West Streetscape delayed until further notice

Staff Permit Information for 2023-24

Current Staff Hangtag Parking Rates

Faculty/Staff				
Unreserved			See Note Below	
McClung			\$56.50	Month
Reserved			\$123.00	Month
Commuter Permits				
			\$188.00	
Non-commuter Permits				
			\$294.00	
Greek Permits				
Fraternity			\$269.00	
Sorority			\$269.00	
Evening School Permits				
			\$40.00	
Summer School				
Commuter Permits			\$63.00	
Non-commuter Permits			\$100.00	
Evening School Permits			\$13.50	
Greek Permits			\$70.00	
Motorcycle				
Commuter			\$63.00	
Non-commuter			\$78.00	
Sales & Service				
			\$170.00	
NOTE - STAFF PERMIT RATES:				
The actual monthly rate for staff unreserved parking is based on a salary range as follows:				
\$29,999 and Less	\$20.00	Month	\$240.00	Annual
\$30,000 to \$59,999	\$30.00	Month	\$360.00	Annual
\$60,000 to \$149,999	\$35.00	Month	\$420.00	Annual
\$150,000 and Up	\$50.00	Month	\$600.00	Annual

NEW PERMIT FEE FOR GOLF CARTS

- All golf carts & other similar alternative vehicles/carts operated on campus will need a UT Parking Permit effective August 1, 2023



- There will be annual permit fee for each golf cart permit (proposed at \$158 annually subject to BOT approval)
- More details will be distributed in early July on applying for permits

INFORMATION FOR STAFF

RELOCATING OFFICES AUG 1 OR LATER

- If relocating to a site off campus that is a UT property with UT managed parking:
 - ❖ Orange Dots to go with parking hangtags (e.g., Middlebrook Pike Parking Area 70)
- If relocating to a site off campus that is NOT a UT property (e.g., Cherokee Mills):
 - ❖ Departmental Permit similar to Orange Dot that will be same price (currently \$150)

Circle Park Changes

Mobile Pay Parking Coming July 2023

- Currently parking is free up to 45 minutes for anyone (2 hours for McClung Museum)
- Parking area converting to paid parking via a mobile app at \$2.50 for first hour and then \$1 per ½ hour thereafter. In effect 6am-6pm Monday-Friday
- Departments may cover parking for guests and visitors through a validation program. Daily validation amount TBD
- More details will be distributed later in June

Important Dates

DATE	ACTION TO TAKE
May 25	Online allocations open
June 16	Parking allocation recommendations from departmental parking reps due
July 17	Faculty/Staff permit renewals available to purchase online beginning at 10:00 am
July 24	Faculty/Staff permits available to purchase in person at Parking Office at 10:00 am
July 31	2022-2023 Faculty/Staff, Open dated permits, Orange Dot, and Special Permits expire
August 1	2023-2024 Permit Year Begins

Easy Renewal Process for Staff Accessible Permits



Online Renewals Continue in 2023-24

Staff Accessible Renewal Process

- Any staff member who currently has a staff accessible permit that expires on or after Aug 1, 2023 can automatically renew online in July
- Staff whose accessible placard/plate expires July 31, 2023 or earlier should provide a copy of the new placard and placard registration form via email to parking@utk.edu
- SA permits are not counted in departmental parking allocations since they are not assigned a specific area such as Staff 9, but rather can park in a marked accessible space or any unreserved space on campus

Staff Accessible Permits

General Information

- For those needing a temporary accessible parking permit, you will first need authorization from a physician and then apply to the State for a placard. UT Parking and Transit does not authorize a temporary permit without a State-issued placard
- If the state-issued placard expires and only a valid UT accessible permit is displayed when parked on campus, this is a violation **as both the placard & UT permit need to be displayed to park legally.**

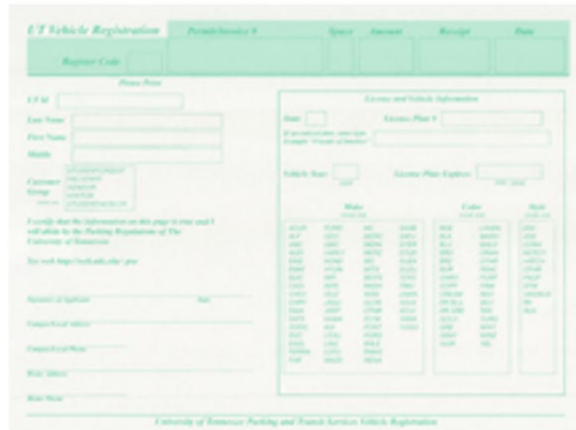
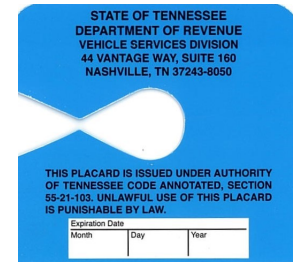
UT Accessible Permit Process

Documentation Needed – name must match on all

Government issued photo ID



UT Vehicle Registration Form

Copy of your placard and placard registration

QR Codes for Vol Hall

QR codes for Vol Hall

- Requests may be submitted via online system at the following link:

<https://parking.utk.edu/validation-request-form/>

- Requests are either:
 - Event specific; or
 - General with a 120-day expiration date

*****NO REFUNDS*****

Print-On-Demand Permits

Print-On-Demand Permits

- Intended for special visitor parking so that permits can be emailed to attendees in advance
- Once you set up your account, you can purchase permits anytime
- Account set-up requests may be submitted via online system at the following link:
<https://parking.utk.edu/print-on-demand-permit-program-application/>
- MAKE SURE YOU LOG-IN AND CHANGE THE TEMPORARY PASSWORD WE GIVE YOU **WITHIN 24 HOURS OR THE TEMPORARY PASSWORD WILL EXPIRE**
- Once an account is set up, instructions on purchasing permits are on the following slides

*****NO REFUNDS*****

Print-On-Demand Log-In To Setup Account

PARKING PORTAL PERMITS ▾ CITATIONS VEHICLES EVENTS 🔔 🛒 (0 ITEMS \$0.00) **LOGIN** - SIGNUP

Manage Parking Account

Easily manage your parking account from one location.

[Manage Account](#)

UT Parking and Transit Services

Welcome to the Parking and Transit Services customer portal for the University of Tennessee, Knoxville campus.

CITATIONS

Citation Number

-OR-



State ▾ Plate Number

[Search Citations](#)

PERMITS

[Get Permits](#)

Print-On-Demand Log-In To Setup Account

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES EVENTS   (0 ITEMS \$0.00) LOGIN -or- SIGNUP

Manage Parking Account

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[Manage Account](#)

Customer Authentication

UT FACULTY, STAFF, and STUDENTS please click the **Affiliated Login** button:

[Affiliated Login \(UT Faculty, Staff, and Students\)](#)

DEPARTMENTS, logging in to request/purchase permits, please click [HERE](#)

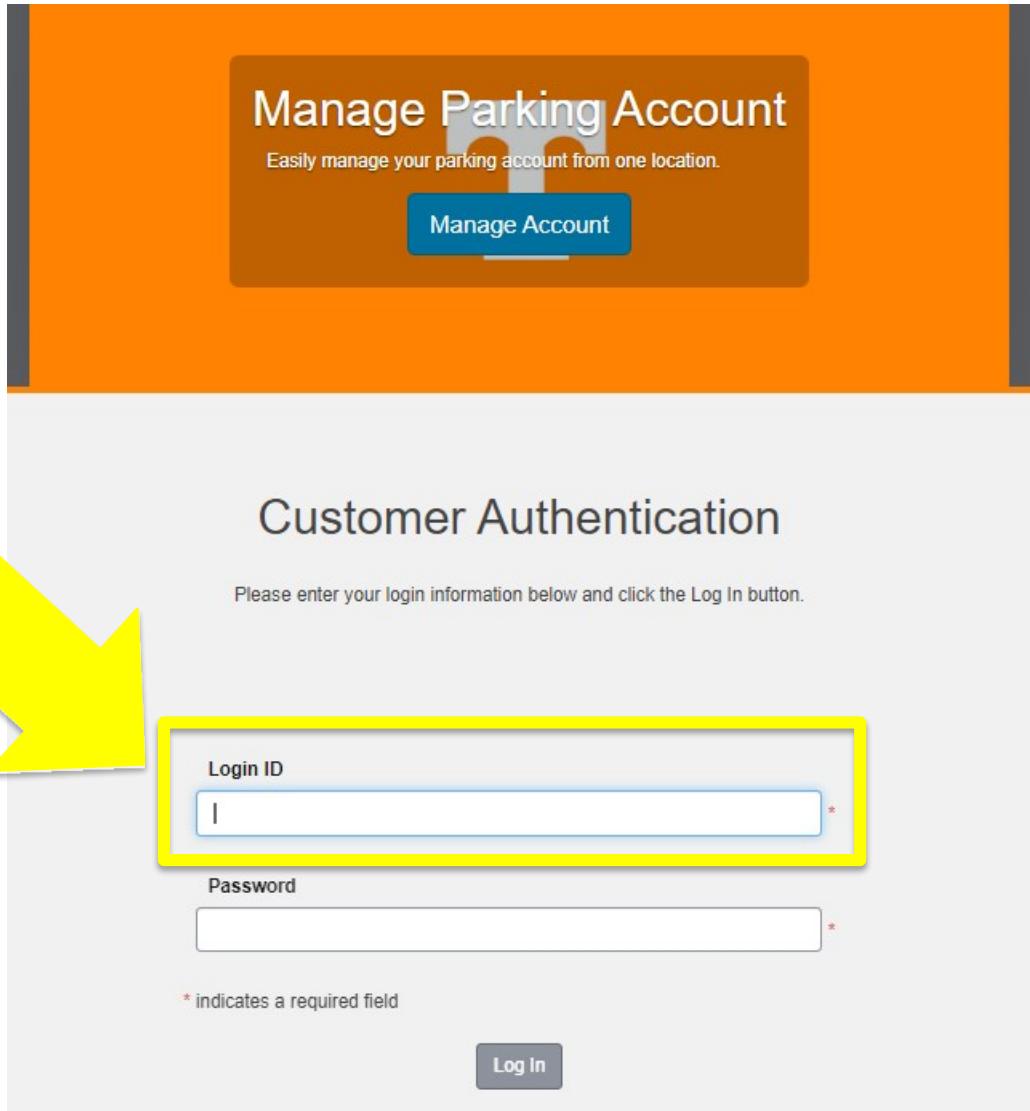
VISITORS and non-affiliated **GUESTS** of the university, please click the **Guest Login** button to create or log into an existing guest account.

[GUEST Login](#)

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE 

Print-On-Demand Log-In **To Setup Account**

**USE YOUR
DEPARTMENT
ACCOUNT # FOR
THE LOGIN ID**



Manage Parking Account
Easily manage your parking account from one location.
[Manage Account](#)

Customer Authentication

Please enter your login information below and click the Log In button.

Login ID

Password

* indicates a required field

[Log In](#)

Print-On-Demand Log-In To Purchase Permits

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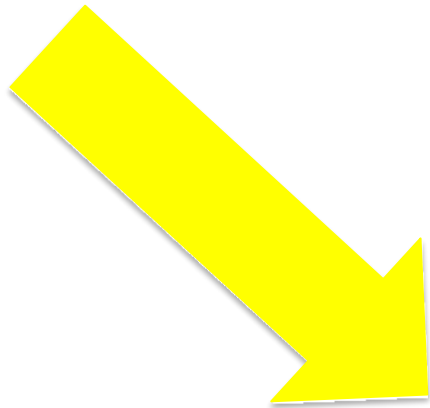
-OR-

State Plate Number

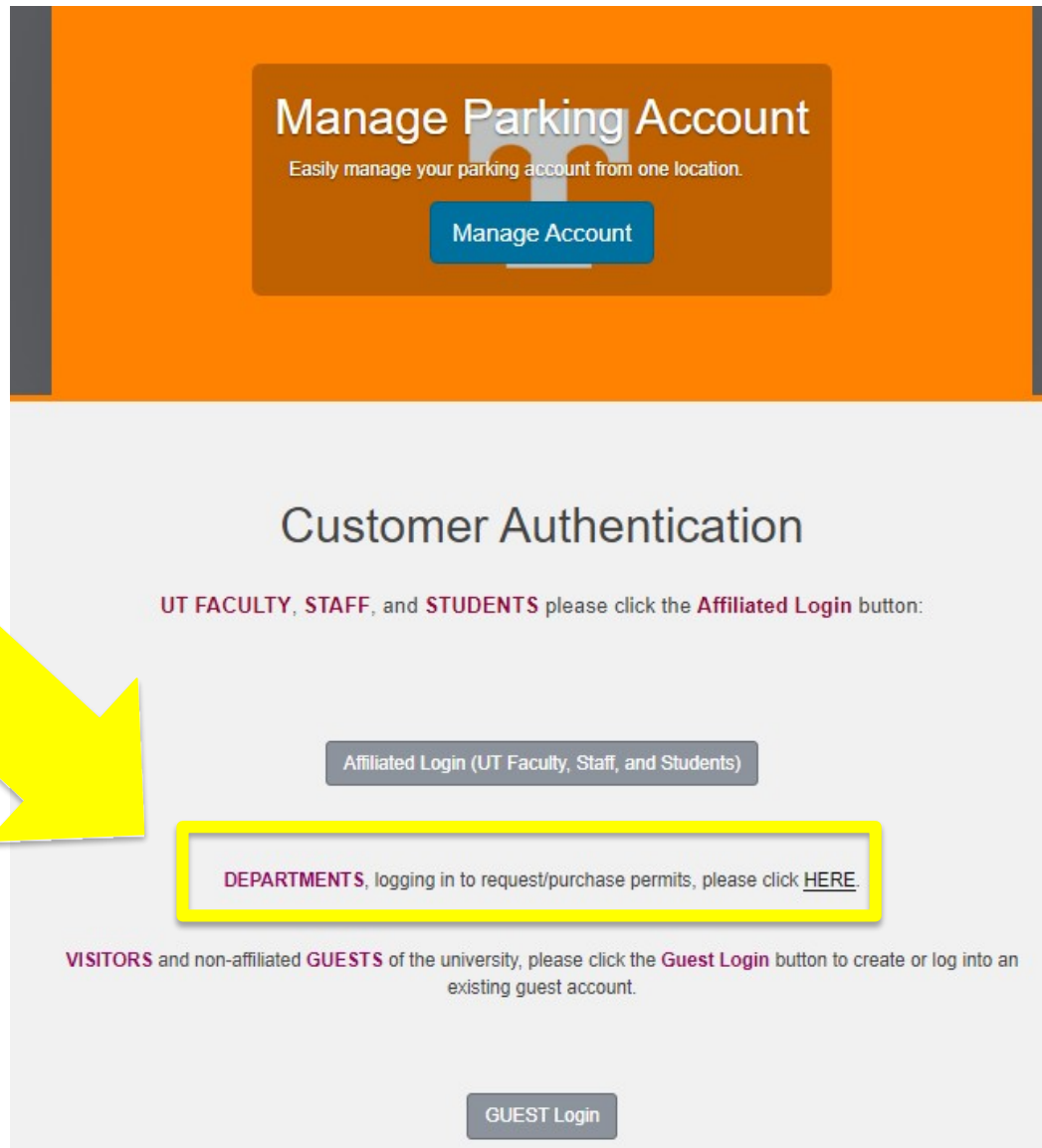
[Search Citations](#)

PERMITS

[Get Permits](#)



Print-On-Demand Log-In To Purchase Permits



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UT FACULTY, STAFF, and STUDENTS please click the **Affiliated Login** button:

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Print-On-Demand Log-In To Purchase Permits

USE YOUR
DEPARTMENT
ACCOUNT # FOR
THE LOGIN ID

Manage Parking Account
Easily manage your parking account from one location.
Manage Account

Customer Authentication
Please enter your login information below and click the Log In button.

Login ID *

Password *

* indicates a required field

Log In

Print-On-Demand Log-In To Purchase Permits

Manage Parking Account
Easily manage your parking account from one location.

Manage Account

Purchase a Permit

You have been authorized to purchase a permit. Please read the instructions on each page carefully!!!

Next >>

**DETAILED STEP-BY-STEP
INSTRUCTIONS ARE
PROVIDED FOR THE
PURCHASE PROCESS**

Manage Parking Account
Easily manage your parking account from one location.

Manage Account

Select Facility

Please select the facility group for which you would like to buy a permit.

Select	Facility
<input type="radio"/>	STAFF 12, MULT. LOTS
<input type="radio"/>	STAFF 23 - MUSIC, MULT
<input type="radio"/>	STAFF 29 - JONES AQUA CTR
<input type="radio"/>	STAFF 30 - AHT, MULT.
<input type="radio"/>	STAFF 37 CALEDONIA, MULT.
<input type="radio"/>	STAFF 40
<input type="radio"/>	STAFF 66 - AG CAMP/MULT.
<input type="radio"/>	STAFF 7 - MULT. LOTS
<input type="radio"/>	STAFF 70 - MULT. LOTS

Faculty/Staff Permits for 3rd Parties, Temp Staff, Contract Staff, Reserved & Emeritus

Staff Permits for Temp Staff, Contract Staff, Etc.

- First, the staff member or contract employee needs an email sent from their UT supervisor authorizing them to purchase a parking permit.
- Paper staff permits-issued to staff for short-term duration, temporary employees, etc. (\$30/month)

Staff Permits for Temp Staff, Contract Staff, Etc. (cont.)

- Consideration is given first to regular hangtags & current parking demand/usage
- Due to high demand in certain lots S7, S23, S9, etc., paper staff permits may be assigned to a specific lot (e.g., “Staff 12 on Caledonia” instead of “Staff 12”)

UT Emeritus Permit Policy

Emeritus permits are:

- Issued every 3 years to qualified retirees
- Unreserved staff parking areas only
- Occasional parking only (e.g., 1-4 times a month)
- ONLY for the use of the retiree
- Requires 15 years of service

Emeritus Permits are NOT valid:

- Daily parking on campus
- Public pay garage, Circle Park, or other reserved spaces
- During special events or sporting events including football and basketball games
- Transferable and may not be loaned, sold or used by anyone other than the retiree
- For overnight parking



UT Emeritus Permit Process

Documentation Needed

Vehicle Registration Form

The image shows a screenshot of the Tennessee Vehicle Registration Form (Form 17). The form is titled "17 Vehicle Registration" and includes sections for "Registration Code", "Plate Plate", "License Plate", "Vehicle Information", and "Owner Information". It contains numerous input fields for personal and vehicle details, as well as a table for listing vehicles.



Photo ID's needed

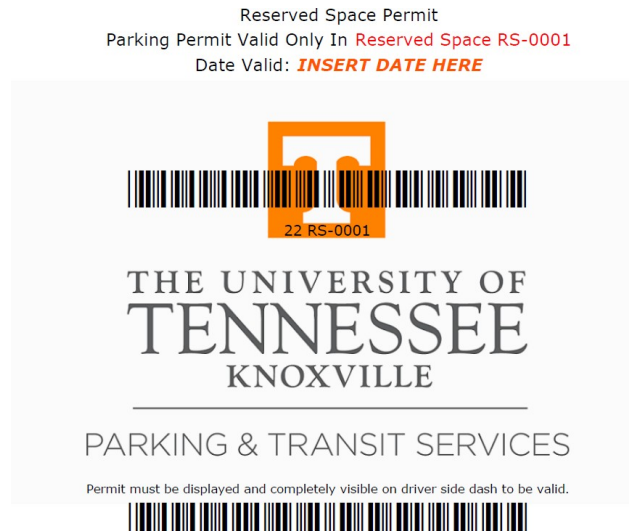
- Driver License
- UTK Retiree Card



Permit Procedures for Reserved Spaces

If you have a Reserved Space:

1. We will provide a PDF reserved space permit you can put the date on and send to your guests, visitors, clients, patients, etc.
2. No permit logs required-you manage the issuance of your PDF permits



Special Events Parking and Transportation Options

Office of Parking Special Events

- Coordinate arrangements for event parking while striving to ensure student and faculty/staff parking is maintained with minimal disruption to campus operations
 - (only for events that involve dedicated & approved parking arrangements & not general event signs)
- Services include (applicable charges apply to each services):
 - Securing parking spaces/areas and providing attendants
 - Production and placement of special signs; sandwich board, electronic message signs, banners, etc.
 - Cones, Barriers, etc.
- **Specially Arranged Parking Link:**
<http://parking.utk.edu/special-events/special-events-parking-form/>

Kathy Stallings
Special Events Manager
974-6365
kstalli1@utk.edu

Dan Click
Special Events Assistant Manager
974-4726
dclick3@utk.edu

What are the options to reserve T & charter buses?

Parking & Transportation books all T and private charter bus service for campus departments



Rick Whitted
Transportation Manager 974-4133
rwhitte7@utk.edu

How do I make bus requests?

Managed by Parking & Transportation

- Request UT Branded (with Smokey) Large or Small Bus
<https://ridethet.utk.edu/special-event-service/>

- Request a Charter Bus with a professional driver (coach, school bus, or van) (not an orange branded T bus)

<https://parking.utk.edu/charter-bus-service/>

Managed by UT Fleet Management

- Request a UT Rental Vehicle or Van (no driver provided)

<https://fleetmanagement.utk.edu/services/>

Staff Allocations Process

Departmental Parking Representative Responsibilities

1. Serves as a liaison with parking office for departmental parking needs and annual renewals
2. Consults with departmental leadership and personnel to determine parking allocations and changes for the upcoming year
3. Enters the recommendations into the online Employee Permits Manager Portal
4. Finalizes the upcoming year's allocations for the department(s)

Step by Step

- Go to the website

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

- Login with NetID and Password

- Complete authentication process

- Select your Account Number(s)

- Verify each parking areas assigned to the departmental account(s)

- Add, modify, or remove employees

- Finalize allocations (may require approval)

- Exit to logout

Where to find Permit Manager

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



CALENDARS MAPS A-Z PEOPLE FINDER E-MAIL LOGINS LIBRARIES

Search utk.edu SEARCH

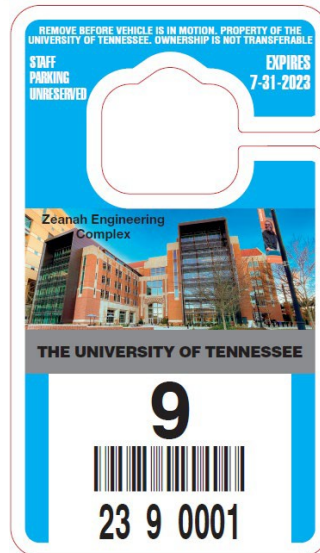
Permit Manager Website.

Parking and Transit Services

Employee Permit Manager

Welcome to the Parking and Transit Services site for managing Faculty and Staff Parking Permits. If you are authorized, you may use this application to update parking allocation by department and parking facility. Once you are done, you can also request that employees be notified via email to purchase their permits.

[Continue to manage employee permits.](#)



The website link will be included in Departmental Representative email.

Where to Login...

The screenshot shows a web browser window with the URL `https://webapps.utk.edu/Parking/EmployeePermitsManager/Entrance.aspx?Timeout=Y`. The page header includes the University of Tennessee logo and navigation links like "CALENDARS", "MAPS", "A-Z", "PEOPLE FINDER", "E-MAIL", "LOGINS", and "LIBRARIES". A search bar is present with the text "Search utk.edu".

The main content area features a banner for "Parking and Transit Services" and a large heading "Employee Permit Manager". Below this, a message states: "Your connection has been terminated." followed by a warning: "For your protection, the system automatically disconnects you after a period of inactivity. If you want to continue, please login again." A welcome message follows: "Welcome to the Parking and Transit Services site for managing Faculty and Staff Parking Permits. If you are authorized, you may use this application to update parking allocation by department and parking facility. Once you are done, you can also request that employees be notified via email to purchase their permits." A link "Continue to manage employee permits." is circled in orange. A large blue arrow points from this link to a box containing the text "Log in here!".

On the left side of the page, there is a graphic of a parking permit. The permit is blue and white, with the text "STAFF PARKING UNRESERVED" and "EXPIRES 7-31-2023". It features a photo of the Zeanah Engineering Complex and the University of Tennessee logo. The permit number "9" is prominently displayed, along with a barcode and the number "23 9 0001".

At the bottom of the page, there is a "Campus Map & Visitor Parking" section with a map image and a "CONTACT US" section with the following information: "Parking and Transit Services Office • 2121 Stephenson Drive • Knoxville, TN 37996 • Phone: (865) 974-6031 • Email: parking@utk.edu".

At the very bottom of the browser window, a small JavaScript snippet is visible: `cript:_doPostBack('ctl00$PageBody$lnkBtnContinue','')`

Knowing your Allocation Count

Logged In User: SCTORPE

Update Allocations

Select a Department

E018505 - PARKING SERVICES

Select a Parking Area

14 - Staff Area 14

ADD ALLOCATION

FINISH ALLOCATIONS FOR DEPT. E018505 - PARKING SERVICES

Current Allocations: 22 out of 23 permits are allocated. 1 permits are available.

UT ID	Name	License	Permit	Department
	ANDERSON, BRENDA PARTON	TN	15140013	E018505 PARKING SERVICES
	BROWN, VALTINA DENISE	TN	15140062	E018505 PARKING SERVICES
	CLAPP, AMANDA LYNN	TN	15140065	E018505 PARKING SERVICES

What to look for...

ampus Directory | **T** Parking & Transit | Sign in to Office | EOD | Home | Administration Lo

Parking and Transit Services

Reports | Exit | Help

Logged in User: SCTHORPE

Update Allocations

Make sure the account numbers that your department use are all in the dropdown.

Make sure the parking areas that each department uses are all in the dropdown

Select a Department: E018505 - PARKING SERVICES

Select a Parking Area: 14 - Staff Area 14

ADD ALLOCATION

Current Allocations

UT ID	Name	License	Permit	Department	Area	Action
ANDERSON		ZHL	15140013	E018505	PARKING SERVICES	REMOVE
BROWN, VA		KGP	15140062	E018505	PARKING SERVICES	REMOVE
CATCHOT, J		09U	15140058	E018505	PARKING SERVICES	REMOVE
CLAPP, AM		21H	15140065	E018505	PARKING SERVICES	REMOVE

select a department dropdown menu items:

- E018505 - PARKING SERVICES
- E011407 - GOVERNMENT CONTRACTS & RELATIONS
- E011437 - ANDERSON CTR FOR ENTREPRENEURSHIP & INNOV
- E011701001 - EDUC, HLTH, & HUMAN SCIENCES ADVISING CTR
- E011717 - PUBLIC HEALTH
- E011742 - EDUCATIONAL LEADERSHIP & POLICY STUDIES
- E011755 - THEORY & PRACTICE IN TEACHER EDUCATION
- E011795 - KINESIOLOGY RECREATION & SPORT STUDIES
- E012030 - AF AEROSPACE STUDIES
- E013010 - COLLEGE OF NURSING
- E013210 - JIBS-JNT INST BIOLOGICAL SCIENCE
- E013310 - SCIENCE ALLIANCE
- E015710 - ENGLISH LANGUAGE INSTITUTE
- E016010 - LIBRARY
- E017219002 - FS ZONE MAINTENANCE-SECTOR B
- E018003 - UNIVERSITY HOUSING MAINTENANCE
- E018122 - MASSEY HALL
- E018127 - CLEMENT HALL
- E018171 - VOLUNTEER HALL
- E018256 - DINING SVC PERSONNEL
- E018505 - PARKING SERVICES

select a parking area dropdown menu items:

- 14 - Staff Area 14
- 14 - Staff Area 14
- 30 - Staff Area 30 - AHT
- K - Staff Vehicle Reg

Removing Employees

ampus Directory | Parking & Transit | Sign in to Office | EOD | Home | Administration Lc

Parking and Transit Services

Reports | Exit | Help

Logged In User: SCTHORPE

Update Allocations

Select a Department

Select a Parking Area

E018505 - PARKING SERVICES

14 - Staff Area 14

ADD ALLOCATION

FINALIZE ALLOCATIONS FOR DEPT. E018505 - PARKING SERVICES

Current Allocations: All allotted permits (23) have been allocated. There are no more available.

UT ID	Name	License	Permit	Department		
	ANDERSON, BRENDA PARTON	TN	15140013	E018505	PARKING SERVICES	REMOVE
	BROWN, VALTINA DENISE	TN	15140062	E018505	PARKING SERVICES	REMOVE
	CATCHOT, JESSE MICHELLE	TN	15140058	E018505	PARKING SERVICES	REMOVE
	CLAPP, AMANDA LYNN	TN	15140065	E018505	PARKING SERVICES	REMOVE

To Remove:
click REMOVE.



Director | Parking & Transit | Sign in to Office | EOD | Home | Administration Lc

Parking and Transit Services

Reports | Exit | Help

Logged In User: SCTHORPE

Message

Select OK if you are sure you want to remove the entry for CATCHOT, JESSE MICHELLE (TN - K0309U).

Select CANCEL otherwise.

OK

CANCEL

To Finalize Removal:
click OK.

When changing employees to different areas in your allocations, you will use this same process. You will need to make sure when adding the employee back to the allocation list that you place them in the right parking area

How you know Allocation is removed?

ous Director | Parking & Transit | Sign in to Office | EOD | Home | Administration Lc

RAGSDALE, MICHAEL RICHARD	TN	[REDACTED]	15140017	E018505	PARKING SERVICES	REMOVE
ROBINSON, DEBORAH S.	TN	[REDACTED]	15140028	E018505	PARKING SERVICES	REMOVE
RUSSELL, AMANDA GAIL	TN	[REDACTED]	15140002	E018505	PARKING SERVICES	REMOVE
SHIELDS, REBECCA SUE	TN	[REDACTED]	15140064	E018505	PARKING SERVICES	REMOVE
SIMS, HANNAH MICHELE	TN	[REDACTED]	15140060	E018505	PARKING SERVICES	REMOVE
STALLINGS, JACKY ANDERSON	TN	[REDACTED]	15140056	E018505	PARKING SERVICES	REMOVE
STALLINGS, KATHY KAY	TN	[REDACTED]	15140023	E018505	PARKING SERVICES	REMOVE
TANKERSLEY, DEIDRIA LEEANN	TN	[REDACTED]	15140005	E018505	PARKING SERVICES	REMOVE
THORPE, STACEY C.	TN	[REDACTED]	15140006	E018505	PARKING SERVICES	REMOVE
TIPPS, RONALD GREGORY	TN	[REDACTED]	15140014	E018505	PARKING SERVICES	REMOVE
WEAVER, STEVEN GLEN	TN	[REDACTED]	15140035	E018505	PARKING SERVICES	REMOVE

After Employee is removed, it will show at the bottom of the page.

Removed Allocations:

	UT ID	Name	License	Permit		Department
Removed	296465	CATCHOT, JESSE MICHELLE	TN [REDACTED]	15140058	E018505	PARKING SERVICES

ADD ALLOCATION

FINALIZE ALLOCATIONS FOR DEPT. E018505 - PARKING SERVICES

Adding Employees Example

- List of staff
 - Who is still here, new, who has left, retired, moved departments
 - Make the changes – 2 leave, 4 new, so a net of 2 new spaces will be needed
- Parking allotments from previous year
 - 10 spaces in Staff 12
 - 10 spaces in Staff 23
- Status for this year
 - 20 staff allocated to the two areas
 - 2 staff need placement – call Parking Services to discuss

Keep in Mind When Adding Employees

- Two staff need placement
- Select Parking area (either S12 or S23 – depending on what Parking office indicates)
- Click Add Allocation
 - Insert First and Last Name
 - Click Find Employee
- Insert the two staff into the parking area recommended by the Parking office

Adding Employees

ampus Director | Parking & Transit | Sign in to Office | EOD | Home | Administration Lo

RAGSDALE, MICHAEL RICHARD	TN	15140017	E018505	PARKING SERVICES	REMOVE
ROBINSON, DEBORAH S.	TN	15140028	E018505	PARKING SERVICES	REMOVE
RUSSELL, AMANDA GAIL	TN	15140002	E018505	PARKING SERVICES	REMOVE
SHIELDS, REBECCA SUE	TN	15140064	E018505	PARKING SERVICES	REMOVE
SIMS, HANNAH MICHELE	TN	15140060	E018505	PARKING SERVICES	REMOVE
STALLINGS, JACKY ANDERSON	TN	15140056	E018505	PARKING SERVICES	REMOVE
STALLINGS, KATHY KAY	TN	15140023	E018505	PARKING SERVICES	REMOVE
TANKERSLEY, DEIDRIA LEEANN	TN	15140005	E018505	PARKING SERVICES	REMOVE
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Removed Allocations:

UT ID	Name	License	Permit	Department
Removed	296465	CATCHOT, JESSE MICHELLE	TN 15140058	E018505 PARKING SERVICES

ADD ALLOCATION

**To ADD ALLOCATION:
Click ADD ALLOCATION.**

FINALIZE ALLOCATIONS FOR DEPT. E018505 - PARKING SERVICES

ampus Director | Parking & Transit | Sign in to Office | EOD | Home | Administration Lo

Reports | Exit | Help

Parking and Transit Service

Logged In User: SCTORPE

Add Allocation

Insert First and Last Name.

Enter Employee UT ID or Last Name:

Enter Employee First Name (or blank):

FIND EMPLOYEE

Click here for employee

Click to FIND EMPLOYEE.

EMPLOYEE

UT ID:

Name:

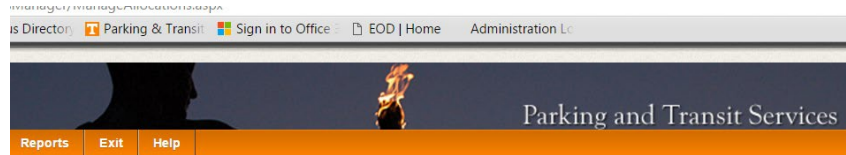
Current Department:

Current Parking Area:

Current Permit:

ADD TO E018505 - PARKING SERVICES: 14 - STAFF AREA 14 | CANCEL

Adding Employees-cont.



Logged In User: SCTORPE

Add Allocation

Enter Employee UT ID or Last Name:

Enter Employee First Name (or blank):

[Click here for employee search help.](#)

The Employee's information will show up here.

UT ID:

Name:

Current Department:

Current Parking Area:

Current Permit:

Click to Add Allocations.

2505/8	HAIK, MARK E.	TN	[REDACTED]	15140001	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	HAYES, JENNIFER RENAE	TN	[REDACTED]	15140063	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	JOHNSON, STANLEY OWEN	TN	[REDACTED]	15140038	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	MCBEE, SHERRY DENISE	TN	[REDACTED]	15140040	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	OWNBY, LORI A.	TN	[REDACTED]	15140036	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	RAGSDALE, MICHAEL RICHARD	TN	[REDACTED]	15140017	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	ROBINSON, DEBORAH S.	TN	[REDACTED]	15140028	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	RUSSELL, AMANDA GAIL	TN	[REDACTED]	15140002	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	SHIELDS, REBECCA SUE	TN	[REDACTED]	15140064	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	SIMS, HANNAH MICHELE	TN	[REDACTED]	15140060	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	STALLINGS, JACKY ANDERSON	TN	[REDACTED]	15140056	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	STALLINGS, KATHY KAY	TN	[REDACTED]	15140023	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	TANKERSLEY, DEIDRIA LEEANN	TN	[REDACTED]	15140005	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	New [REDACTED] THORPE, STACEY C.				E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	[REDACTED] TIPPIS, RONALD GREGORY	TN	[REDACTED]	15140014	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>
	[REDACTED] WEAVER, STEVEN GLEN	TN	[REDACTED]	15140035	E018505	PARKING SERVICES	<input type="button" value="REMOVE"/>

Removed Allocations:

UT ID	Name	Department
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The employee added will show up with *NEW* tagged on it.

Finalizing Allocations

Logged In User: SCTHORPE

Update Allocations

To Finalize:
Click Finalize.

Select a Department

E018505 - PARKING SERVICES

Select a Parking Area

14 - Staff Area 14

ADD ALLOCATION

FINALIZE ALLOCATIONS FOR DEPT. E018505 - PARKING SERVICES

Current Allocations: 22 out of 23 permits are allocated. 1 permits are available.

UT ID	Name	License	Permit	Department
	ANDERSON, BRENDA PARTON	TN	15140013	E018505 PARKING SERVICES
	BROWN, VALTINA DENISE	TN	15140062	E018505 PARKING SERVICES
	CLAPP, AMANDA LYNN	TN	15140065	E018505 PARKING SERVICES

Finalizing Allocations-cont.

- Make sure that all of the changes are made
- Check all account numbers and parking areas if you have more than one
- Simply click **FINALIZE ALLOCATIONS FOR DEPT. (ACCT#)**
- Approval may be pending for allocations over area allotment
- *If you finalize and realize you made a mistake or forgot something, contact Parking office at 865-974-6031*

Finalizing Allocations-cont.

Logged In User: SCTHORPE

Update Allocations

FINALIZED!!!

Select a Department

E018505 - PARKING SERVICES

Select a Parking Area

14 - Staff Area 14

Department E018505 - PARKING SERVICES has been finalized. No more allocation updates are permitted.

When the allocations are finalized, the statement above will show and no more changes will be able to be made. If changes still need to be made after this action, please call the Parking and Transit main office at 974-6031.

UT ID	Name	License	Permit	Department
05				PARKING SERVICES
05				PARKING SERVICES
05				PARKING SERVICES
05				PARKING SERVICES

Exit Permit Manager

Parking and Transit Services

Reports

Exit

Help

To Exit: Click EXIT

Logged In User: SCTORPE

Update Allocations

Select a Department

E018505 - PARKING SERVICES

Select a Parking Area

14 - Staff Area 14

Department E018505 - PARKING SERVICES has been finalized. No more allocation updates are permitted.

UT ID	Name	License	Permit	Department
	ANDERSON, BRENDA PARTON	TN	15140013	E018505 PARKING SERVICES
	BROWN, VALTINA DENISE	TN	15140062	E018505 PARKING SERVICES
	CLAPP, AMANDA LYNN	TN	15140065	E018505 PARKING SERVICES
	CLARK, TAMMY L.	TN	15140030	E018505 PARKING SERVICES

WHAT NOT TO INCLUDE:

- Hill Area
- Orange Dots
- Specials
- Accessible
- Reserved
- *Departments Moving

ORANGE DOTS

DEPARTMENTAL USE ONLY - to help departments conduct departmental business

Orange Dots:

- **Currently carry a \$150 annual fee (non-refundable)**
- **MUST BE** accompanied by a current paid parking permit
- Used for short periods to access alternate locations (i.e.. Department to Andy Holt Tower to drop off paperwork)
- For parking in unreserved staff areas **ONLY** (Circle Park is not an unreserved staff area)

Orange Dots are NOT:

- **Meant to be used on a regular basis to alter allocated parking assignments**
- **MYTH BUSTER** – Not assigned to individuals – they are department-based permits

SPECIAL STAFF PERMITS

INDIVIDUAL STAFF USE ONLY-NOT DEPT BASED

- Carry a \$25 annual fee (non-refundable) payable by staff member, **EXCEPT** if the special is specifically required to perform work on campus in which case this requires written documentation by department head or parking rep
- Allows for parking in another unreserved area of campus
- **MUST BE** accompanied by a specific paid parking permit as indicated on the Special
- Are usually specific by day and timeframe (e.g., Staff 12 special valid only in G17 Garage T-Thu 2-5pm)
- Any request for a special permit requires email from parking rep

New Hires, Employees Leaving, and Final Thoughts

New Faculty/Staff Hires

Newly Hired Employees

- Path One – Staff on New-Hire List
 - HR provides a list of incoming staff
 - Staff need to be active in IRIS to be charged the appropriate parking rate
 - If they are not in IRIS, then they can buy a \$5 daily permit or first month at \$30.00 and they can purchase through payroll deduction beginning second month at the established Tier Rate
- Path Two – Individual Departmental Hires
 - Departmental representative must submit a request to Jill Brown via email indicating this person is a new hire (or summer hire)
 - Staff need to be active in IRIS to be charged the appropriate parking rate
 - If they are not in IRIS, then they can buy a \$5 daily permit or first month at \$30.00 and they can purchase through payroll deduction beginning second month at the established Tier Rate

Employee leaving and/or Permit Return

- Exit process
 - When staff leave UT, there is a formal exit process that must be followed and their parking permit must be returned
 - Do not take a staff member's permit to return for them! It is their responsibility to return **their own permit** and will incur fees if someone has the permit in a desk drawer and forgets to return it.
- Permit returns
 - If the Faculty/Staff member pays for their permit via payroll deduction, the permit must be returned by the last day of the month. If it is not, the permit holder will be charged for the next month.
 - Permits can be returned in person, or cut in 3 pieces and a photo with the permit number clearly displayed emailed to parking@utk.edu.



- If a permit holder is going on leave or a sabbatical, they have the option to return their hangtag and stop payroll deduction. At that time the person will also give up their parking privileges in their assigned area.

FINAL THOUGHTS

Recommendation

- ***Encourage your staff to have their permit sent to their home.***
(Permits have been known to have been misplaced in mail if sent to UT dept. address.)
- Never have a staff member turn in their parking permit to department staff!

Other issues

- DMS/Dept Billing Statements-please keep your email confirmation from PTS, permit signature sheets, invoices, etc.
- Staff member on medical leave
- Visitor parking at Vol Hall Garage
- Accessible visitor parking
- New car or forgot permit

Questions?

Please contact us at:

parking@utk.edu

or 974-6031