

From: HumanResources <HumanResources@downstate.edu>

Sent: Thursday, May 25, 2023 2:01 PM

Subject: Update -- Enhancement to- NYS-Ride Benefit



MEMORANDUM

May 25, 2023 (clarified)

TO: All State paid Employees

FROM: Doriel Forde

SUBJECT: Update -- Enhancement to- NYS-Ride Benefit

In April, the Benefits office announced that the Office of Employees Relations had issued an enhancement to the NYS-Ride commuter benefit. This change allowed employees to enjoy pre-tax savings on **qualified** parking expenses.

We are pleased to announce the new enhancement to NYS-Ride commuter benefit now includes **employer sponsored parking**. This means employees who pay for parking as part of their daily commute to Downstate and park in their assigned lot will be able to use pre-tax payroll deductions to pay for parking.

The pre-tax parking benefit can still be used to pay a **third-party parking vendor** at other eligible locations including parking at:

1. Parking meters
2. Visitor or guest lots
3. Park and ride locations
4. Municipal lots

Employees may contribute up to \$300 per month on a pre-tax basis to pay for parking expenses. Contributions are deducted biweekly from an employee's gross pay and deposited into the appropriate account. Employees can use the debit card that is issued to NYS-Ride participants to pay for qualified parking expenses or submit receipts for reimbursement.

When applying for the NYS Ride-Edenred pre-tax payroll deduction program, note the following:

- In this NYS Ride program, **transit and parking funds are considered two separate accounts and will not be commingled.**
- When employees enroll in the benefit they will need their Employee, Department ID, and Negotiating Unit numbers to register an account with Edenred at <https://login.edenredbenefits.com/NYS-Ride/NYSDefault.aspx>. This information can be found on your paystub:

Downstate's Department IDs are 28100, 28101, 28103, 28108, or 28109. Employees should review their paystub consult with a benefit's team member to confirm this number before they try to register their accounts.

- Once registered, employees can place orders for their parking or transit needs. Your pre-tax payroll deducted **funds become available for parking expenses depending on the date you enroll in the NYS Ride-Edenred program.** Employees who enroll by June 1 will receive the parking benefit for use beginning in August.
- **After your funds become available** in your NYS Ride-Edenred parking benefit debit card account, you may then **use your Edenred debit card as your monthly parking invoice Payment Method. Participating employees need to update their Downstate Parking Portal AutoCharge Payment Method. To do this:**
 1. **LOG into your [Downstate Customer Parking Portal \(link\)](#).** *Forgot your parking portal password? Just follow the 'forgot password' link on the login page to re-set your password.*
 2. Once logged in, next to the **My Details** section, click on **View More** link. In the **Payment Details** section, then click on the "edit" button (pencil icon) to edit or replace that payment method then enter your new Card details.

If you have questions about setting up your billing information, please contact the Parking Office at parking@downstate.edu

If you have any questions about the NYS Parking Benefit, please contact the Benefits Office at benefits@downstate.edu or 718-270-3015. Edenred Customer Service at (888) 235-9223 or the website: oer.ny.gov/nys-ride (link) are also available for employees with questions.