**Commuter Services**

The Commuter Services Office will continue to remain open Monday through Friday from 7am to 4:30pm. The office number is 215-955-6417. To gain access to the Bookstore/CSO entrance, ALL employees are required to wear a mask and present a valid Jefferson Photo ID.

**June Monthly Parking in Center City**

If you would like to put your parking on hold please reach out to the [CSO@jefferson.edu](mailto:CSO@jefferson.edu) email by May 26th, otherwise you will be responsible for June's parking expense. There will be no refunds for unused service. If the restrictions are to be lifted Mid Month your parking would not start until the following month however, there are plenty of options for parking available at the CSO office if this was to happen.

*If you are currently already on hold for the month of May and CSO has already been notified, your parking will automatically remain on hold until you notify us. There is no further action required unless you are resuming parking for the Month of June.*

If you currently have pretax deductions set up you will need to stop the deductions before **Thursday, June 4th** in order for it to be effective in time for the first pay in June. If you are resuming parking then you will need to resume your deductions by this date as well.

**Stopping your deductions in the system does NOT notify the CSO department, nor does notifying the CSO department automatically stop your deduction in the system. Please make sure if you are stopping your deductions that you email [CSO@jefferson.edu](mailto:CSO@jefferson.edu) and let them know. All requests must be via email.**

**Directions to STOP or CANCEL Pretax Deductions:**

- Log-in to [MyHR/Employee Self Service/PeopleSoft](https://myhr.jefferson.edu/)
- Click on Payroll and Compensation
- Click on Voluntary Deductions
- You will see your current Voluntary Deduction
- Click the Edit button on the right.
- The Change Voluntary Deduction screen will come up
- At Enter Deduction Stop Date enter **TODAY**’s date
- Click the Save button

**June SEPTA and New Jersey Transit Passes**

Effective May 2020 we will no longer be mailing out passes. All employees/students who need their monthly paper pass will need to come to the CSO office, located in the Bookstore to purchase/pick up their pass. We will not be charging anyone’s pretax account or credit card until the time of pick up. If you use pretax payments, you need to present your Jefferson Photo ID to the Cashier. If you use a credit card, you are required to provide your Jefferson Photo ID and a credit card to the Cashier at the time of pick up. Passes will be available for pick up starting on May 22nd and the last day to pick up your pass would be June 8th.

NO notification to CSO is required unless you are permanently cancelling your Septa/NJT pass or if you have signed up for the Septa Key card starting in June and would like to put that upload on hold.

**For those who have Pretax payroll deductions, those funds are stored in your pretax account. Since we are not charging anyone until pick up, those funds will stay in your account until they are used. Requesting to hold or cancel your pass with Commuter Services does not stop your deductions from coming out of your paycheck. If you no longer want that deduction you will need to stop it.**

**SEPTA Key card**

If you currently signed up to receieve an upload to the Key card starting in June you will need to notify us by **May 18th** if you do not want an upload. Once the upload takes place in June there will be no refunds issued for unused service so please make sure you contact the Commuter services at [Transit@Jefferson.edu](mailto:Transit@Jefferson.edu) if you do not want an upload for June.

Moving forward all requests to cancel or hold your monthly Septa Key card upload must be submitted via email no later than the 1st of each month prior to when you want to cancel/hold. **(For example: If you would like to cancel your August pass you must let Commuter Services know by July 1st).** NO REFUNDS will be issued for partially or unused services.