UC Berkeley Parking & Transportation
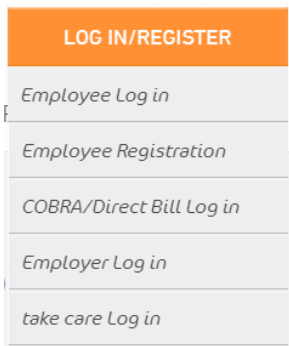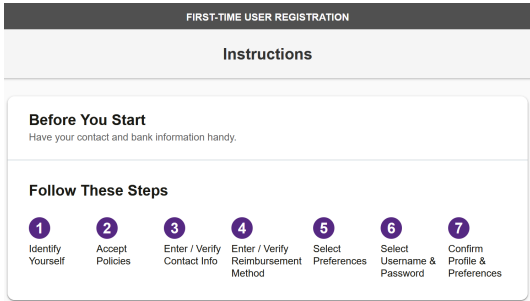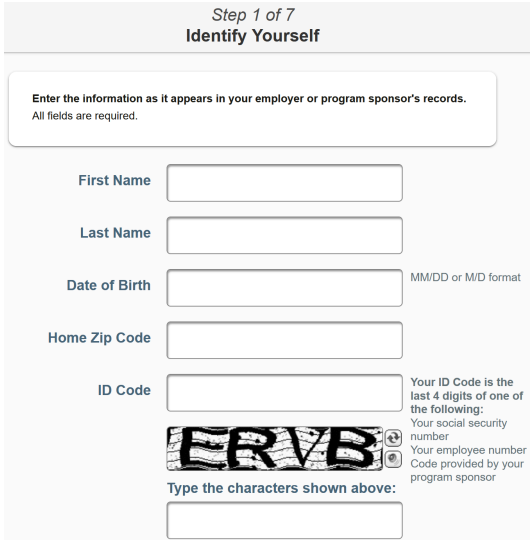
Payroll Deduction Instructions for WageWorks Transit Debit Visa

through WageWorks

Overview

Participants can order a WageWorks Commuter Debit Visa loaded with transit funds (deducted from their payroll) to pay for eligible transit purchases from transit agency websites, ticket vending machines, mobile apps, or in-person at transit agency offices. Participants can link their card to their Clipper Card account, where they can purchase and load passes and Clipper Cash (for use on all Bay Area transit agencies). We have provided instructions on how to order the WageWorks Commuter Debit Visa, which will arrive by the 20th of the month for orders placed by the 10th of the month.

Instructions

LOG IN/REGISTER Employee Log in Employee Registration COBRA/Direct Bill Log in Employer Log in take care Log in	Go to wageworks.com, click **Log In/Register** and: ● **New User:** select **Employee Registration** if you are enrolling in WageWorks for the first time, then skip below to **New User Registration Instructions**. ● **Returning User:** select **Employee Log in** if you have an existing WageWorks account, then skip below to **Returning User Login Instructions**. (You will have an existing account if you've previously enrolled in payroll deductions for parking or transit benefits, such as the Employee EasyPass program.)
FIRST-TIME USER REGISTRATION **Instructions** **Before You Start** Have your contact and bank information handy. **Follow These Steps** ① Identify Yourself ② Accept Policies ③ Enter / Verify Contact Info ④ Enter / Verify Reimbursement Method ⑤ Select Preferences ⑥ Select Username & Password ⑦ Confirm Profile & Preferences	**New User Registration Instructions:** Review the registration steps and click **Next**.
Step 1 of 7 **Identify Yourself** **Enter the information as it appears in your employer or program sponsor's records.** All fields are required. First Name [ ] Last Name [ ] Date of Birth [ ] MM/DD or M/D format Home Zip Code [ ] ID Code [ ] Your ID Code is the last 4 digits of one of the following: Your social security number Your employee number Code provided by your program sponsor **ERVB** Type the characters shown above: [ ]	**New User Registration Instructions (Step 1):** Enter your **First Name**, **Last Name**, and **Home Zip Code** as they appear in your UCPath employee profile and note the following: ● For all employees, enter **12/31** as your **Date of Birth**. ● **Home Zip Code:** this may be from a previous address. ● **ID Code:** enter the last four digits of your 8-digit UCPath ID number. If you receive a **No Match** error message and are a new employee, your UCPath employee profile may not yet have been transferred to WageWorks (which could take up to two weeks). In the meantime, you can purchase daily or monthly permits from **My P&T Online** (https://ucberkeley.t2hosted.com/Account/Portal). If you receive a **No Match** error message again two weeks later, please e-mail Parking &

	Transportation Customer Service at prktrans@berkeley.edu.
Step 2 of 7 **Accept Policies** ☐ I accept the **Privacy Policy (PDF)** and **Terms of Use (PDF)**	**New User Registration Instructions (Step 2):** Accept the WageWorks Privacy Policy and Terms of Use.
Step 3 of 7 **Enter / Verify Contact Info** Enter the residential address where you want us to send you mail. Do not enter your work address, a PO Box or other non-residential address. **This address will not be communicated to your program sponsor or any other party.** Be sure to update your address here whenever it changes and separately notify all others who need to be aware of your new mailing address. All fields are required unless noted as optional. Email 1 [ ] An address you check **often** for time-sensitive and critical info, including confirmations Confirm Email 1 [ ] Email 2 (optional) [ ] An alternative address, preferably a personal **account,** where we can send time-sensitive and critical information including confirmations and account statements. Confirm Email 2 (required with Email 2) [ ] Mailing Address 1 [FILL IN HOME ADDRESS HERE] Mailing Address 2 (optional) [ ] City [BERKELEY] State [CA ▾] Zip [94704] Ext. (optional) [ ] Used to provide local services, when available. Work Zip Code [94720] Daytime Phone Area [ ] Prefix [ ] Line [ ] Ext. (optional) [ ] A number where we can call for critical issues	**New User Registration Instructions (Step 3):** ● Enter and confirm your e-mail address. ● Enter your mailing address by overwriting the default **FILL IN HOME ADDRESS HERE** text. ● Enter your phone number.
Step 4 of 7 **Enter / Verify Reimbursement Method** **Commuter:** You can have your payments deposited into your personal bank account. If you do not elect direct deposit, payments will be made by check to the address in your Profile. All fields are required Reimburse Payments by ○ **Direct Deposit** ● **Check**	**New User Registration Instructions (Step 4):** Ignore this step, as it does not apply to most users. You can leave the default selection of **Check** and click **Next**.

Step 5 of 7
Select Preferences

How would you like to receive information and updates?
Not all methods are available for all programs and all situations.

☑ = Opt out is not available; we are required to communicate to you about these things.

Required = You must choose at least one option in this row.

Activity / Topic	Text	Email	Mail
A claim is processed *(required)*	☐	☐	☐
A payment is issued *(required)*	☐	☐	☐
Enrollment, deadline and other important notices *(required)*	☐	☑	Not Available
New features and product updates *(optional)*	Not Available	☐	Not Available
Promotional offers and coupons *(optional)*	Not Available	☐	Not Available

Additional Text Options (Available On Demand / Any Time)
Text the word BALANCE to MYINFO (694636) to request the balance on your account(s)

Text Me @ Mobile Phone Numbers:

Area	Prefix	Line	Service Provider	Nickname (Optional)
[ ]	[ ]	[ ]	Select Service Provider ▾	Nickname

+ ADD ANOTHER NUMBER

CONFIRM PREFERENCES *(REQUIRED)*

You certify and authorize the following in regards to your selected preferences:
☐ I am free to turn any of these optional features on or off – using this same page – at any time. When a feature is turned on, it will apply to all programs for which I am receiving services.
☐ I should print this page and retain a copy for my records.

New User Registration Instructions (Step 5):

Select your communication preferences. You can leave the default selections (e-mail notifications only), check the confirmation check boxes, and click **Next**.

Step 6 of 7
Select Username & Password

We recommend periodic password changes for account security.
All fields are required.

Username [   ]
Your username must:
Be at least 5 characters long
May contain any combination of letters and numbers (but no other characters)

Password [   ]

Confirm Password [   ]
Your password must:
Be between 8 and 20 characters.
Include at least four of the following: lowercase letter, uppercase letter, number AND symbol.
Not include your last name, first name, username or spaces.

New User Registration Instructions (Step 6):

Create a **Username** and **Password**. Passwords must contain at least:
- An uppercase letter.
- A lowercase letter.
- A number.
- A symbol.

Step 7 of 7
Confirm Profile & Preferences

Carefully review your information before you submit.
Any errors may delay your order, payments, or other services.

New User Registration Instructions (Step 7):

Review your information, click **Submit**, then proceed to **Returning User Login Instructions** to login with your newly-created **Username** and **Password**.

HealthEquity WageWorks PARTICIPANT SITE Register | Forgot **Username** Name selected when you registered. (Not email address.) [ ] **Password** [ ] **Log In**	**Returning User Login Instructions:** Enter your **Username** and **Password** and click **Log In**. If you've previously ordered an Employee EasyPass, you will have a **Username** and **Password** (that may or may not be the same as your CalNet login credentials). If you have forgotten your **Username** and/or **Password**, you can start the reset process by clicking **Forgot** and following the prompts until you reach **Identify Yourself**. If you have forgotten your **Username** (which for most people is *firstnamelastname*), click **Forgot Username** first before answering the authentication questions: ● **ID Code:** enter the last four digits of your 8-digit UCPath ID number. ● For all employees, enter **12/31** as your **Date of Birth**. ● **Choose Method:** select **Online** if you have a current order (payroll deduction); otherwise, select **Email**.
SPONSORED ACCOUNTS University of California, Berkeley **Transit** Order by 06/10 @ 08:59 PM PDT >　 **Parking** Order by 06/10 @ 08:59 PM PDT >　 **Transit** 🚆 Place Transit Order 🚆 Transit Orders 0 days left to order Order by 06/10/2021 @ 08:59 PM PDT	On the **Transit** tab, click **Place Transit Order**.
Step 1 of 5 **Select Operator** SEARCH BY ZIP CODE　　SEARCH BY NAME [94720]　**SEARCH** Popular Operators (8) CLIPPER　**Clipper**　　MUNI　**MUNI** BART　**BART**　　　AC　**AC Transit**	Click **Clipper**. If you do not see the **Clipper** option, you may need to adjust the zip code.

Click **Commuter Card - Transit**. (This enables you to select the WageWorks Debit Visa to load transit funds.)

Clipper

Clipper
http://www.clippercard.com

17 Product(s) Available

Commuter Card - Transit
A reusable **stored value card** that can be used to load value to a Clipper card at Clipper Add Value Machines, Transit Agency ticket office windows, on clippercard.com, or by calling Clipper Customer Service at 877-878-8883.

Order by
Jun
10
2021
11:59 PM ET

Amount   84.60

First Benefit Month   01-Jul-21

Frequency   ● **Every Month**

○ **Manage Calendar**

○ **One Month Only**

Description   Commuter Card - Transit

Enter the amount of transit funds you would like to load onto the WageWorks Debit Visa.

If you plan to purchase a transit pass, be sure to confirm the purchase price through the transit agency's website. (In the image, **$84.60** was entered to order enough transit funds to cover the cost of loading an AC Transit 31-day local pass.

Parking & Transportation provides a $20.00 monthly subsidy for transit benefit orders of $60.00 or more or a $10.00 monthly subsidy for transit orders of $30.00 through $59.99. (For example, if you add $84.60 in transit funds to the WageWorks Debit Visa, you will only be deducted $64.60 from payroll.)

If you enter an amount greater than the current transit pre-tax payroll deduction limit (which can occur with the purchase of some Amtrak tickets, for example), any amount above the pre-tax limit will be deducted from payroll as a post-tax deduction.

Select **Every Month**, **One Month Only**, or **Manage Calendar** to specify those months you want to receive your order.

SUBMIT ORDER

Commuter Card - Transit

Pass   Commuter Card - Transit

Total Cost   **$84.60**

This amount will be available on your card as of the **20th** of the month (e.g., June **20th** for a July benefit order).

Reminder -- When using the Commuter Card at ticket vending machines, be sure to select **Credit Card** when entering the payment type. The Commuter Card does not require a PIN.

Click **Next** to confirm your contact information and **Next** to reach **Confirm Order**.

Review your order and click **Submit Order**. If you order by the 10th of the month, you will receive your WageWorks Commuter Debit Visa by the 20th of the month.

If you have any questions, please e-mail Parking & Transportation Customer Service at prktrans@berkeley.edu.