



Dear ODU Faculty/Staff:

Transportation and Parking Services has implemented an on-line permit ordering process that should only take a few minutes to complete. To order your permit, visit our homepage at [www.odu.edu/parking](http://www.odu.edu/parking) and click on the “Purchase Your Permit Here” button in the center of the page. Follow the instructions on the next few pages and select the “Proceed” and “Agreed” buttons when applicable. You will then be directed to our online services. Select the Purchase Permits option. You will need your Midas ID and password to gain access to the permit portal.

Upon entering the permit portal (Access Granted), you will be able to:

- 1) Choose a work building location (for data purposes only)
- 2) Select / Add vehicles
- 3) Select / Add mailing address/permit shipping address
- 4) Select / Add email address
- 5) Select payment type MC, VISA, Discover and Payroll Deduction (if applicable)

The deadline to purchase a FS parking permit using payroll deduction (**for those eligible**) is **Wednesday, September 28, 2016**. The first payroll deduction commences for both payroll deduction plans on **October 16, 2016**. Deductions will continue until all permit payments have been received. New parking permits **MUST** be displayed by **Monday, October 3, 2016**. As always, please contact Transportation and Parking Services should you experience any technical difficulties and/or have any questions.

Sincerely,

ODU Transportation and Parking Services  
(757) 683-4004  
[www.odu.edu/parking](http://www.odu.edu/parking)

Transportation and Parking Services  
4310 Elkhorn Avenue, Norfolk, VA 23529  
Phone: 757/683-4004 • Fax: 757/683-3194 • [www.odu.edu/parking](http://www.odu.edu/parking) • [parking@odu.edu](mailto:parking@odu.edu)

*Old Dominion University is an equal opportunity, affirmative action institution.*

## Faculty/Staff payment options

Status	24 payment pre-tax on-line	16 payments post-tax on-line	Credit Card on-line	Check / Cash Parking Office
Full-time	Yes	Yes	Yes	Yes
Hourly	No	Yes	Yes	Yes
Adjunct	No	No	Yes	Yes
Third Party	No	No	No	Yes
CarPool	Yes	Yes	No	Yes

1. Full-time faculty and staff are eligible for either of the 24 pre-tax or 16 post tax plans
2. Hourly employees (Less than 24 Pay periods) are **only** eligible for 16 post tax plan
3. 3rd Party FS employees (i.e. Dining, Aramark, Bookstore, etc...). Payment plans available.  
- contact the Parking Office for details
4. FS Carpool eligible for payroll deduction (full-time employees only)
5. On-line services for faculty/staff will be available starting September 6, 2016.

2016-2017 Parking decal fee chart				
Type	Salary range	Annual cost	24 pre-tax rate (semi-monthly)	16 post-tax rate (semi-monthly)
Group-1	\$19,999 & under	\$238.00	\$9.92	\$14.88
Group-2	\$20,000- \$39,999	\$316.00	\$13.17	\$19.75
Group-3	\$40,000 - \$59,999	\$428.00	\$17.83	\$26.75
Group-4	\$60,000 & above	\$508.00	\$21.17	\$31.75
Hourly	N/A	\$238.00	\$9.92	\$14.88
VBHEC	N/A	\$124.00	\$5.17	\$7.75
Reserved 24/7	N/A	\$1,028.00	\$42.83	\$64.25
Reserved 7am-7pm	N/A	\$896.00	\$37.33	\$56.00
Carpool - Full	N/A	\$316.00	\$13.17	\$19.75
Carpool 50/50 Split	N/A	\$158 / per	\$6.59	\$9.88
* Adjunct	N/A	\$72.00	N/A	.
* ROTC	N/A	\$370.00	N/A	N/A
* Motorcycle	N/A	\$99.00	N/A	N/A

**\* Not eligible for payroll deduction option**