

Helpful Resources and Documents:

- HRIS Training – [Transit Card Processor](#)
- Capitol Rideshare website <http://www.capitolrideshare.com/>

Forms:

- [GAO-624](#) Platinum Pass Application and Payroll Deduction Authorization

Transit Card Liaison functions:

1. Submit completed GAO-624 application to GAO Central Payroll
2. Pick up Transit Cards from the GAO and distribute to employees
3. Request final billing for employees leaving State service
4. Select transit card deduction to be included in final handwrite
5. Cancel transit cards for employees not requesting a replacement

Deadlines:
Request final billing at least 3 working days before final pay is computed

PLATINUM PASS PROGRAM

Capitol Rideshare provides a subsidy to State employees, who reside in Maricopa County and, who commute to work using a Valley Metro bus or the light rail. Eligible rides are tracked using the Platinum Pass card. The initial card is free and the fare is deducted monthly from the employee’s paycheck on a pre-tax basis. The employee will complete the GAO-624 Platinum Pass Application and Payroll Deduction Authorization to obtain their initial card and any subsequent replacement cards (if lost, stolen or damaged). Employees ride first and are charged later.

BILLING PROCESS

Regular Billing

The billing cycle is from the 24th of the month through the 23rd of the following month (i.e., Charges that appear on the paychecks in January are from trips taken November 24th - December 23rd). Employees are charged for rides taken up to a monthly maximum. After the charges are received by the GAO, a subsidy (currently 50%) is applied and the employee’s total deduction amount is added to the HRIS as a one-time deduction, less any amounts already pre-paid. After the close of each monthly billing period, deductions are calculated and appear on the next payroll. Any one-time deductions remaining after payroll processes are charged to the agency. The Agency is responsible to recover these charges from the employee.

Final Billing

Charges during the billing cycle can be requested for employees resigning/terminating employment. The request can take up to 3 business days to complete. Final billing charges will be added to the HRIS as a one-time deduction. The final billing can be selected on a handwrite or deducted through compute.

Detailed Billing

Although detailed billing is not available to employees, it can be requested by agency management as part of an investigation or disciplinary action. For assistance, please contact GAO Central Payroll.

TRANSIT CARD MAINTENANCE AZ10.1

HRIS screen AZ10.1 Employee/Transit Card Maintenance displays an employee’s Transit Card history and is used to cancel an existing card. The most recent card is displayed in row 1.

Field Descriptions:

- | | | |
|---------|---|---------------------------------------------------------------------------|
| Type: | E | Express |
| | R | Reduced (Available to employees with a Valley Metro Reduced Fare ID card) |
| Status: | A | Active |
| | D | Final Billing Requested |
| | G | Inactivated by GAO Central Payroll |
| | I | Inactive |

Issue a Card

An employee can request a card by completing the Form GAO-624 and submitting it to his or her agency transit card liaison. The Agency will review the form for completeness and submit (via email, fax or interoffice mail) the form to GAO Central Payroll for processing. GAO Central Payroll will issue the card using AZ10.1 screen in the HRIS. This process normally takes 3-5 business days, and cannot be expedited. The Agency must pick-up transit cards for employees from the GAO front desk and then distribute to the employee. The employee cannot pick up their card at the GAO.

Reduced Fare Cards

Reduced fare Platinum Passes are available for employees who meet Valley Metro's Reduced Fare requirements. The forms are located on Valley Metro's website:

http://www.valleymetro.org/paying_your_fare/reduced_fare_program

The employee will need to obtain a Valley Metro Reduced-Fare ID from Valley Metro before a reduced fare Platinum Pass will be issued. Attach a photocopy of the Reduced Fare ID card to the GAO-624.

Employees can use their reduced fare Platinum Pass on all transit routes but they will only receive a reduced rate on Local and Light Rail routes. Discounts are not available on Express and RAPID routes.

Lost, Damaged or Stolen Cards

An employee can request a new card by completing the GAO-624 form and selecting the "Replacement" box. Agencies send the form to GAO for processing. GAO will cancel the active card and issue a replacement card. The charges from the old card will be combined with charges from the replacement card up to the monthly maximum amount. Canceling the old card and issuing a new card (not using the replacement process) will prevent the charges from being combined in regard to the monthly maximum; each card will have the maximum amount applied. A replacement cost of \$5 will be deducted from the employee's next paycheck and will appear as deduction code 3513 – BUS CARD – REISSUE – EE.

If the employee doesn't want a replacement card, the Agency must cancel the card on the AZ10.1. On the AZ10.8 sub-form, select Reason: Lost Card, Stolen Card or Damaged Card. The End Date will populate with the current date; DO NOT BACK DATE the End Date field. The End Date is used to generate the nightly cancelation file that will be sent to City of Phoenix the next business day. Any usage will be received on the regular monthly bill and charged to the employee as a payroll deduction.

Employee Leaving State service

Transit cards are considered State property and must be returned at separation (not transferring). Final billing charges can be requested for an employee separating/terminating (retiring, resigning or dismissed) from employment.

To request final billing, cancel the card on AZ10.1. On the AZ10.8 sub-form, select the reason "Dismissed and/or Final Billing". The End Date will populate with the current date; DO NOT BACK DATE the End Date field. The End Date can be adjusted to a future date (used mostly for resignations and retirees). The End Date is used to generate the nightly final billing request file that will be sent to City of Phoenix the next business day and will be returned to GAO within 3 business days. Upon receipt, GAO will enter the final charges in the 'Pre-Pay' box on AZ10.1 and a one-time deduction will be created. The final billing can be selected on a handwrite or deducted through compute.

Employee Transferring to Another State Agency

Do not cancel a card if the employee is transferring to another State agency. The card information will transfer with them to their new agency.

CARD CANCELED IN ERROR

If you canceled a card in error and contact GAO Central Payroll the same business day, it may be possible to reverse the cancelation.

TRANSIT CARD REPORTS

AZ278 – Inactive Employees with Active Transit Cards: This report shows all employees in R2, T2, T3, U1 or U2 status with an active transit card. Cancel the cards on AZ10.1 to prevent further charges from being incurred and possibly becoming 100% chargeable to the Agency.

AZ283 – Employee Transit Card Report: This report lists all active, inactive or both types of cards for the Agency.

BUS CARD RENEWAL

The Platinum Pass Transit Cards expire every 4 years. The next renewal is scheduled for August 2016. All employees with an active card will receive a new card during renewal. The mass renewal is processed by GAO Central Payroll.