Bennett Stein

From:	Lambert, Stephen
Sent:	Tuesday, March 15, 2011 2:54 PM
To:	Medley, Heather; Crouch, Eric; Estrada, Paul; Hoeffner, Vicky; Sonnenberg, Lee; Amaya, Cindy; Brand, Brian; Suarez, Rey; Rodriguez, Cassandra; Lara, Ruth; Cotton, Craig
Cc:	Cotton, Amanda; Frick, Ron
Subject:	Facutly/Staff & Student ePermit Renewals

Amanda and I meet this morning regarding F/S Renewals and here is what we came up with.

Since fees will not be set until mid-May we are going to allow Facutly/Staff to reserve their ePermit online starting March 28th. The deadline to renew for customers new to payroll will be April 1st. Faculty and Staff will have the same opportunity as students to cancel their ePermit prior to us batch selling all the reserved permits. That deadline will be May 19th. We will be extending current permit expiration dates until after May 19th. We will also add all reserved permits to TechParkMobile and LPR. For those Facutly/Staff that reserved their ePermit but want to pay by Cash/CC/Check that will have until May 19th to make payment otherwise they will be auto setup for payroll deductions. Facutly & Staff will be allowed to register up to 3 vehicles. All other vehicle relationships will be ended.

March 21st – Send F/S Notice
March 21st – Start Student Reservations for Commuters
March 28th – Start F/S Reservations Online
April 1st – New Payroll Deduction Customer Deadline
April 29th – Extend All Current F/S Permit's Expiration Date
May 10th – Send Fee Notice
May 19th – Cancel/Unreserve ePermit Deadline
May 19th – Set Fees & Sale All ePermits

If you have any questions or concerns or want to change a deadline, please let me know asap.

Regards,

Stephen

TEXAS TECH UNIVERSITY
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Stephen Lambert
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