



New 2009 Transportation Benefit Program

– Non-Colorado Employees –

UCAR is pleased to introduce the 2009 Transportation Benefit Program to our employees living outside of Colorado.

New Vendor – WageWorks

Effective January 1, 2009, a new Commuter Benefits Program – administered by WageWorks – will replace the Transportation Benefit Program administered by PayFlex. If you are a current Transportation Benefit Program participant, it is important for you to understand how the changes to the new Commuter Benefits Program will affect you. The following Benefits Transition Fact Sheet will explain how to close your PayFlex account and enroll in the new program.

If you want to continue enjoying significant tax advantages for commuting expenses, you **must** register and place your monthly commuter order with the WageWorks Commuter Benefits Program.

Important Dates to Remember

Today through December 4, 2008	You can enroll in the Commuter Benefits Program online at www.wageworks.com or call the WageWorks Learning Center Number at (877) 924-3967.
December 4, 2008	The last day you can place your January Mass Transit <i>and/or</i> Parking order.
December 19, 2008	The last PayFlex deduction will be taken from your paycheck.
December 31, 2008	Contributions to your PayFlex accounts end.
January 4, 2009	The last day you can place your February Mass Transit <i>and/or</i> Parking order (place order by the 4th of each month).
January 15, 2009	The last day you can file commuter claims with PayFlex to be reimbursed for commuter expenses from your PayFlex account. Please see the " Remaining Balance " section below.

If you have any questions or need assistance during this transition, you should contact the UCAR Benefits Office by e-mail at hrbenefits@ucar.edu.

Benefits Transition Fact Sheet

COMMUTER BENEFITS PROGRAM

For Current Participants in the PayFlex-administered Transportation Benefits Program

Effective January 1, 2009, a new Commuter Benefits Program – administered by WageWorks – will replace the Transportation Benefits Program administered by PayFlex.

The switch to the WageWorks Commuter Benefits Program was made to comply more fully with IRS

regulations. Mass transit expenses are not eligible for reimbursement by a paper claims process. Under the new Commuter Benefits Program, WageWorks will use your mass transit contributions to buy your metro card or commuter train pass in advance and mail it to your home **or** establish an account balance on a WageWorks Commuter Card.

You **must** take action to register in the new WageWorks Commuter Benefits Program. You will not automatically be set up as a participant in this new program even though you are currently participating in PayFlex Transportation Benefits Program.

TRANSITIONING TO WAGeworks

Closing your PayFlex Account

Contributions to your PayFlex accounts will end **December 31, 2008**. The last deductions for PayFlex will be taken from your **December 19, 2008** paycheck.

Remaining Balance

To facilitate the transition to WageWorks more quickly, you **must** file a claim with PayFlex no later than **January 15, 2009** to be reimbursed for expenses from your PayFlex account. Once your account is reconciled, PayFlex will transfer any remaining balance to WageWorks commuter credits. After the transfer, when you place an order through the new Commuter Benefits Program, these credits will be used to reduce your pre-tax payroll deductions until all of your credits are exhausted. If you leave UCAR before using your credits, they will be forfeited.

Now You Can Save Time And Money!

You can manage your Commuter Benefits Program online at www.wageworks.com and pay your commuting expenses a number of different ways.

Transit Options

- *Buy My Pass* – Let WageWorks order your transit passes or ticket books online and have them mailed to your home every month, in time for the month they're valid.
- *WageWorks Commuter Card (Transit)* – Use the Transit Card to buy your transit pass or ticket book at ticket windows or vending machines. Funds are available the 20th day of the month prior to each benefit month. Any unused funds automatically roll over and remain on the card for future expenses.



Note: Press "Credit" when you use your card – no PIN number is required.

Parking Options

- *WageWorks Commuter Card (Parking)* – Use the Parking Card to pay for parking at or near your workplace, public transportation or park-and-ride facilities. Funds are available the 1st day of

the month. Any unused funds automatically roll over and remain on the card for future expenses.

Note: Press “Credit” when you use your card – no PIN number is required.



- *Pay My Parking* – If you have a monthly parking arrangement, just tell WageWorks where and how much you pay to park and they will take care of the rest.
- *Parking Pay Me Back* – If your parking expenses vary each month or you use metered parking, you can submit claims to be reimbursed by check or direct deposit. You must submit claims within 180 days after you pay your expenses.

Visit the WageWorks Web site at www.wageworks.com or call the WageWorks Learning Center at (877) 924-3967, no later than **December 4, 2008** to place your January Mass Transit *and/or* Parking order.

WAGeworks COMMUTER BENEFITS PROGRAM

The Commuter Benefits Program is convenient and easy to use. It provides online ordering and home delivery plus direct payment – you don't have to wait for reimbursement. You can start, change or stop your participation at any time. However, you must enroll by the **4th** of the month to take advantage of the program for the following month. This monthly cutoff date is the same deadline for making changes and cancellations.

Note: If you enroll in this new program by **December 4, 2008** deductions will be taken from your pay starting in **January** and used to pay for your January commuter benefits. Payroll deductions for commuter benefits are taken out of the first two pay periods of each calendar month.

IRS Limits on Monthly Reimbursement

The IRS establishes maximum monthly limits for qualified transportation expenses (which are subject to change). If your expenses exceed these limits, you can elect to have your total monthly commuting costs withheld from your pay, using pre-tax contributions up to the IRS maximum and then deducting the balance on an after-tax basis. That way, you can still enjoy the convenience of home delivery and automatic payments.

2009 Monthly Pre-tax Contributions

- Mass Transit – \$230
- Parking – \$230

Let's say for example, you pay \$250 each month for parking. Through the Commuter Benefits Program you withhold \$250 from your pay, deducting \$230 pre-tax and \$20 on an after-tax basis. WageWorks would receive \$250 and pay your parking facility in full.

Enrolling in the Commuter Benefits Program

Visit <http://www.wageworks.com> and select “Register with WageWorks now.” Complete the short registration process to create your profile. After you register, enter your User Name and Password to log on.

IMPORTANT: Please note that in order to get your mass transit order for January 2009, you must register and place your order no later than December 4, 2008. You must place your subsequent monthly orders no later than the 4th of each month.

To place an order:

- Click “Commuter” and then “Place Commuter Order.” Choose the type of commuter benefit you use – public transportation, vanpool, parking or park-n-ride.
- Select the provider, type of pass and your pass options including frequency. Choose “Every Month” to repeat the same order automatically until you change or cancel it or “One Month Only” if you prefer to log in again whenever you’d like to order more.

Then complete your order. Don’t forget to enter your e-mail address to receive confirmations.

**A Change to Enrolling during UCAR’s Open Enrollment
(November 3 – December 1)
Please read carefully**

With this change to WageWorks, you will contact WageWorks directly for all your commuter expense needs. You will contact them to register and determine which commuter program you would like to use. If you don’t order a monthly pass, there is the option to use the WageWorks Commuter Card to fund up to \$120 per month.

In the past, you have enrolled in the commuter program through the UCAR Open Enrollment process by indicating how much you expected to use per month.

With our transition to WageWorks, you will not be enrolling in the Commuter Program via the UCAR Open Enrollment Web site. Instead, you will contact WageWorks directly to place your order. WageWorks will notify the UCAR Benefits Office with the amount that was elected for that month. Upon notification of the amount, your deductions will be entered in the first two pay periods of the following month.

For example: In June, Joe purchases \$120 on a Commuter Card for the month of July. At the end of July, WageWorks notifies the UCAR Benefits Office that Joe purchased \$120 worth of commuter benefit on a pre-tax basis. A \$60 deduction will be taken from Joe’s paycheck on each of the first two pay periods in August. If there is a third pay day in a month, that deduction will be \$0.

Another example: If Jane orders a \$200 monthly pass from WageWorks, they will order the pass from the local transit authority. Since the allowed monthly maximum is \$120, it will be deducted from Jane’s paycheck on a pre-tax basis. The additional \$80 will be deducted on a post-tax basis. Both of these amounts will be split between the first two pay periods of the month.

Please note: WageWorks is also the new Flexible Spending Account vendor for Health Care and Dependent Care accounts. You **must** access the UCAR Open Enrollment site to make your 2009 Flexible Spending Account elections. Those elections **do not** roll over from year to year.

If you have any questions, please contact

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Questions about this site? Contact: webmaster@fanda.ucar.edu