

*University of Houston
University Services Department
Cougar Card and Parking and Transportation Services
October 2009*

This is not a new process; we are simply emphasizing and diligently practicing it for more efficient operations.

Process of issuing Cougar Cards

- ✓ Nightly feeds take place from PeopleSoft into our ID System; demographic data to include proper classification (Student/Faculty/Special Program) is uploaded into our system.
- ✓ Data is being pulled from Workforce – Job Data/Student Enrollment Information.
- ✓ The PeopleSoft Team has advised us to **not** manually populate these fields.
- ✓ If the ePARs and other relevant hiring documents (I9s, Offer Letter, Data Sheet, etc) have not been completed in a sufficient amount of time before an attempt is made to obtain a Cougar Card the individual will not have a record in our system and we will not issue a card.

Process for Faculty/Staff Parking Permit Sales and Payment

- ✓ Nightly demographic feeds are imported into our parking management system from PeopleSoft HR. This process automatically sets up any new employees into our system, along with modifying the employment status of all employees.
- ✓ In order to purchase a permit faculty and staff must have an active employment status in the parking management system. The only exception will be for employees attending new hire orientation.
- ✓ In order to select payroll deduction as a payment option the employees must have an active employment status in the parking management system. This includes employees attending new hire orientation.
- ✓ New hires not active in the parking management system can still purchase a parking permit but must pay in full at the time of sale. New hires wishing to pay through payroll deduction have the option of receiving, at no charge, a one week temporary permit valid in student or economy parking lots. If they are still not in the system after one week they will have the option to either purchase a permit with cash or receive a second weekly temporary permit. If after two weeks the employee still is not in the system they must purchase their permit with cash.