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February 22, 2008

**Corrected Payroll Letter 921**  
Supersedes Payroll Letter 878

To: Agency HR Specialists, Payroll Specialists, Budget Specialists, Benefits Specialists, Labor Relations Specialists, and Regulatory Requirements Specialists of All Departments, Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: Commuter Choice Parking and Transit Program

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The Department of Administrative Services is pleased to announce that Fringe Benefits Management Company has been selected as the vendor for the State's Commuter Choice Parking and Transit Program. Pre-tax commuter benefit programs are allowed under Section 132(f) of the Internal Revenue Code.

Interested employees will sign up with the third-party administrator, Fringe Benefits Management Company (FBMC), who will in turn provide OAKS with a file of all Commuter Choice deductions for posting to employee payroll records. Note - Agency Payroll Specialists will not have the ability to modify these deductions.

FBMC will provide employees with two methods to sign up for the program. Employees may enroll through the FBMC web site at [www.myfbmc.com](http://www.myfbmc.com) or by calling their customer service department at 1 (800) 342-8017. Effective with the April 2008 benefit month, employees will have until the fifth of a month to enroll, change or terminate the following month's parking or transit pass. For example, employees who wish to enroll or make a change in program benefits effective April 1, 2008, must report the change to FBMC no later than March 5, 2008.

**Deduction Codes**

The following deduction codes will be appear on the employee's General Deduction page within OAKS:

|        |                           |
|--------|---------------------------|
| TRNSTP | FBMC Pre-tax Transit Pass |
| TRNSTT | FBMC Taxable Transit Pass |
| TRNSTF | FBMC Adm Fee Taxable      |

Employees may have up to \$220 per month reduced from their taxable wages to pay for parking, and up to \$115 per month reduced from their taxable wages for the transit program. The TRNSTP deduction is a before-tax deduction, meaning the

deduction amount is reduced from the taxable gross before calculating federal, state, local, Medicare and school district income tax.

**Administrative Fees**

Please note that the monthly administrative fee will be paid by the employee. It will be deducted post-tax on both the parking and transit programs. The monthly administration fees are as follows:

\$4.79 - Transit Program

\$4.79 - Parking Program

The fee will appear as a separate deduction (TRNSTF) on the employee's ePay or advice statement, the same as the transit pass/parking deduction (TRNSTP or TRNSTT).

If an employee has any questions regarding the Commuter Choice Program, please have them contact FBMC at (800) 342-8017. Other questions may be directed to DAS HRD HCM OAKS Support at (800) 409-1205 or email [DASHRDOaksSupport@das.state.oh.us](mailto:DASHRDOaksSupport@das.state.oh.us).

DRP/drp