

Order Parking Permit

Employee Self Service/HRIS

Faculty and staff may order a K-State Parking Permit online using Employee Self-Service. They may order the same parking permit as the previous year or select another option. Payment choices include payroll deduct, credit card, check, or cash. After completing the online process, the user will receive an e-mail confirmation.

To order a parking permit . . .

1) Open browser . . . Internet Explorer



2) Go to . . . <http://www.as.ksu.edu/HRIS/>

3) Enter your K-State eID and password. Select "Sign In."

Human Resource Information System (HRIS) and K-State Employee Self Service

HRIS is a Kansas State University administrative system that provides for the management and reporting of employee, payroll, and budget data. Employee Self Service allows K-State employees to view their paycheck data, leave balances, benefit summaries, compensation and training summaries. Employees may update their direct deposit data, W-4 and/or K-4 tax information, personal data (address, phone, emergency contact, marital status, ethnic code) and enroll for training online using this application.

Sign in using your K-State eID and password.

eID

password

Important: After ordering parking permit, select **"Sign Out"** before closing browser . . . Internet Explorer



Order Parking Permit

4) Access Order Parking Permit page and order permit.

[Employee Self-Service](#) >
[Payroll and Compensation](#) >
[Order Parking Permit](#)

After reading Traffic and Parking Regulations, turn on the check box (I agree to the Traffic and Parking Regulations) to proceed to the next page.

For questions regarding ordering a permit, contact Parking Services at 532-7275, parking@ksu.edu, or by visiting the parking office at 1 KSU Parking Garage located at the corner of 17th and Denison.

[Traffic and Parking Regulations](#)

I agree to the Traffic and Parking Regulations.

You must agree to the Parking Regulations in order to proceed.

[Next](#)

Faculty and staff may reorder the same permit as the previous year or select another option.

Permits

Reorder the same permit as last year
You will be able to review and make changes prior to finalizing purchase.

or

Please Select Permit Location

Faculty/Staff

Jardine

Lafene Health

[Next](#)

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Select Payment Method and click on the "Submit" button.

Or, select the Back button to review or change previous page options.

Parking Services Permit Application

Manhattan Faculty / Staff - Annual	\$150
Total Cost	\$150
Bi-weekly Payroll Deduction	\$7.50

Payment Method

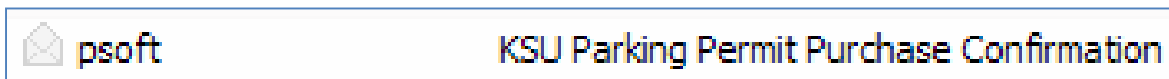
Cash/Credit/Check

Payroll Deduction Before Tax

Payroll Deduction After Tax

Back Submit

After clicking on "Submit," an e-mail confirmation will be sent to you from psoft.



5) Sign Out of Employee Self Service/HRIS.



Thank you for using Employee Self Service!

For more information, contact Parking Services at (785) 532-7275 or parking@ksu.edu.