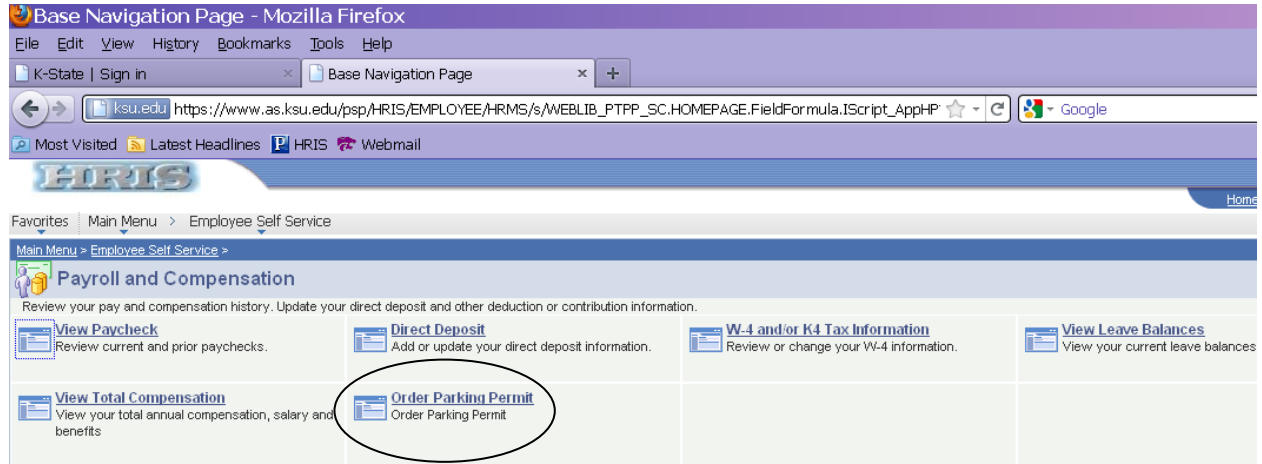


Faculty / Staff Parking Permit Purchase

1. Employee Logs in to HRIS – Employee Self Service

<https://www.as.ksu.edu/psp/HRIS/?cmd=login&languageCd=ENG&>

- Use eid and password to access Employee Self Service
*Note: This may be located under the search box, click on the **Employee Self Service** link*
- Click on Payroll and Compensation
- Click Order Parking Permit



2. You must agree to the Parking Permit Regulations in order to proceed. Once you have read and understand the regulations, click the check box and then click **Next**. *Note: The Next button will not be available until you agree to the Parking Regulations.*

EmpID	Name
<h3>Parking Services Permit Application</h3> <p>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 Anderson.</p> <p style="text-align: center;">Traffic and Parking Regulations</p> <p><input type="checkbox"/> I agree to the Traffic and Parking Regulations.</p> <p style="text-align: center;">You must agree to the Parking Regulations in order to proceed.</p>	

- If you previously purchased a parking permit, you can select to reorder the same permit by checking the box next to the option to reorder. *Note: If you have not previously purchased a permit OR want to make changes to permit selections see [step 7](#).*
- To review selections and finalize the process click [Next](#).

Reorder Permit from prior year

- Review selections. If satisfied with permit selections, select payment method and click [Submit](#) to complete the purchase process.

Reorder Permit from prior year – review selections

- After the [Submit](#) button is clicked, you will see a confirmation screen and received an email that lists the permit purchase details.

My Favorites

Employee Self Service

Personal Information

Payroll and Compensation

- View Paycheck
- Direct Deposit
- W-4 and/or K4 Tax Information
- View Leave Balances
- View Total Compensation
- Order Parking Permit

Benefits

Learning and Development

- View Work Information

Worklist

Tree Manager

Reporting Tools

PeopleTools

- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

EmplID	Name						
<h2 style="color: #4F81BD;">Parking Services Permit Application</h2> <p>You have successfully completed the parking permit ordering process. You will receive a confirmation email with details of your purchase. If you selected to pay using Payroll Deduct you will receive your parking permit through campus mail.</p> <p>If you selected to pay with Cash/Check/Credit Card, your permit will not be mailed until payment is processed by the parking office.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;">Salina Faculty / Staff - Annual</td> <td style="text-align: right;">\$55</td> </tr> <tr> <td style="text-align: right;">Total Cost</td> <td style="text-align: right;">\$55</td> </tr> <tr> <td style="text-align: right;">Bi-weekly Payroll Deduction</td> <td style="text-align: right;">\$2.75</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Payment Method</p> <ul style="list-style-type: none"> <input type="radio"/> Cash/Credit/Check <input checked="" type="radio"/> Payroll Deduction Before Tax <input type="radio"/> Payroll Deduction After Tax </div>		Salina Faculty / Staff - Annual	\$55	Total Cost	\$55	Bi-weekly Payroll Deduction	\$2.75
Salina Faculty / Staff - Annual	\$55						
Total Cost	\$55						
Bi-weekly Payroll Deduction	\$2.75						

- If you have not purchased a permit previously OR you have purchased a permit but want to change your selections, then select the Desired Permit Location by clicking the box next to the desired permit location, as described in step 5. *Note: Manhattan employees will not be allowed to select a Salina permit and Salina employees will not be allowed to select a Manhattan permit type.* Once a Permit Location is selected, the Next button will be visible to proceed.

Manhattan Campus Locations

Menu

Search:

Employee Self Service

Personal Information

Payroll and Compensation

- View Paycheck
- Direct Deposit
- W-4 and/or K4 Tax Information
- View Leave Balances
- View Total Compensation
- Order Parking Permit

Benefits

Learning and Development

- View Work Information

EmplID	Name
<h2 style="color: #4F81BD;">Parking Services Permit Application</h2> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Permits</p> <p style="text-align: center;">Please Select Permit Location</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Faculty/Staff <input type="radio"/> Jardine <input type="radio"/> Lafene Health </div>	

Next

Salina Campus Location

The screenshot shows a web application interface. On the left is a 'Menu' sidebar with a search box and a list of options: Employee Self Service, Personal Information, Payroll and Compensation (with sub-options: View Paycheck, Direct Deposit, W-4 and/or K4 Tax Information, View Leave Balances, View Total Compensation, and Order Parking Permit), Benefits, Learning and Development, and View Work Information. The 'Order Parking Permit' option is highlighted. The main content area has a header with 'EmpID' and 'Name' fields. Below this is the title 'Parking Services Permit Application'. A section titled 'Permits' contains a box with the text 'Please Select Permit Location' and a radio button next to the label 'Salina'.

8. Select the permit type. You may select Annual or fall for each permit type. You may select to purchase a Garage Access Card as well. The cost and option to pay will be visible on the following screen. Once selections are complete, click **Continue**.

Manhattan Campus Permit Types

The screenshot shows the same web application interface as the previous one. The 'Menu' sidebar is identical, with 'Order Parking Permit' highlighted. The main content area has the same header and title. A section titled 'Fac/Staff' contains three dropdown menus: 'Faculty/Staff Permit' (set to 'Annual'), 'KSU Permit Motorcycle', and 'KSU Permit Convertible'. Below these is a checkbox labeled 'Garage Access Card' which is checked. At the bottom right of the form are two buttons: 'Back' and 'Continue'.

Jardine Complex Permit Types

EmpIID	Name
Parking Services Permit Application	
Jardine	
Jardine Worker	Annual
Jardine Resident	
Jardine Worker Convertible	
Jardine Resident Convertible	Annual
Jardine Motorcycle	
<input checked="" type="checkbox"/> Garage Access Card	
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

Lafene Health Center Permit Types

EmpIID	Name
Parking Services Permit Application	
Lafene	
Lafene Only	
Lafene Campus	Annual
Lafene Only Convertible	
Lafene/Campus Convertible	
KSU Permit Motorcycle	
<input checked="" type="checkbox"/> Garage Access Card	
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

Salina Campus Permit Types

EmpIID	Name
Parking Services Permit Application	
Salina	
Salina Faculty/Staff	
Salina Motorcycle	
<input type="button" value="Back"/> <input type="button" value="Continue"/>	

9. To review selections and move through the process click Next.

EmplID	Name	
Parking Services Permit Application		
WCF3	Manhattan Faculty / Staff Convertible - Fall	\$95
FSA3	Manhattan Faculty / Staff - Annual	\$190
GA	Parking Garage Access Card	\$10
Total Cost		\$295
Bi-weekly Payroll Deduction		\$14.75

Payment Method

Cash/Credit/Check
 Payroll Deduction Before Tax
 Payroll Deduction After Tax

Back Submit

10. Select payment method desired. *Note: If you are an employee working less than 4/10th, payroll deduct will not be offered as an option as a method of payment.*

11. If the employee does not select a payment option and attempts to finalize the process, an error will appear reminding employees that a payment method must be selected.

Parking Services Permit Application

FSJA2	Jardine Faculty / Staff - Annual	\$195
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Garage RFID cards do not expire. Do not lose yours.

Payment Method

Cash/Cre
 Payroll D
 Payroll Deduction After Tax

The page at <https://www.astest.ksu.edu> says:

Please select a payment method

OK

Back Submit

12. After the **Submit** button is clicked, you will see a confirmation screen and received an email that lists the permit purchase details.

EmpIID **Name**

Parking Services Permit Application

You have successfully completed the parking permit ordering process. You will receive a confirmation email with details of your purchase. If you selected to pay using Payroll Deduct you will receive your parking permit through campus mail.

If you selected to pay with Cash/Check/Credit Card, your permit will not be mailed until payment is processed by the parking office.

Salina Faculty / Staff - Annual	\$55
Total Cost	\$55
Bi-weekly Payroll Deduction	\$2.75

Payment Method

- Cash/Credit/Check
- Payroll Deduction Before Tax
- Payroll Deduction After Tax

13. If you previously completed the purchase process and attempt to order the permit again, your previous selections will be displayed as well as the date completed. If changes are needed you must contact the parking office.

EmpIID **Name**

Parking Services Permit Application

You have already ordered your permit on: 21-MAY-10


Manhattan Faculty / Staff - Annual	\$175
Parking Garage Access Card	\$10

To make changes please 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.

14. If an employee logs into HRIS that is not able to purchase a parking permit, i.e. Student, they will receive the following message if they click on the link to Purchase/Renew a parking permit.

The screenshot shows the Employee Self Service interface. On the left is a 'Menu' with a search field and several options: Employee Self Service, Personal Information, Payroll and Compensation (with sub-options like View Paycheck, Direct Deposit, W-4 and/or K4 Tax Information, View Leave Balances, View Total Compensation, and Order Parking Permit), Benefits, Learning and Development, and View Work Information. The 'Order Parking Permit' option is highlighted. On the right, there is a header with 'EmplID' and 'Name' columns. Below this is a large blue heading: 'Parking Services Permit Application'. A message box contains the following text: 'Sorry', 'You are unable to purchase a parking permit through Employee Self Service. Students may purchase a permit through ISIS. All other inquiries must be directed to 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.', and 'Thanks'.

15. To exit the process without completion, you may click on any menu option or sign out of employee self service. If you have data selected but have not submitted the purchase, you may receive the following error message. To exit without saving, click 

The screenshot shows a web browser window with a dialog box overlaid. The dialog box title is 'The page at https://www.astest.ksu.edu says:'. The main text of the dialog box reads: 'You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.' Below the text are two buttons: 'OK' and 'Cancel'. In the background, a form is partially visible with a 'Payment Method' section and a radio button labeled 'Payroll Deduction After Tax'.