

Ordering Your Transit Pass Through WageWorks

This tutorial will show you how to place your monthly transit pass order through WageWorks, the CommuterChoice transportation benefit provider. Please remember that all passes must be ordered by 11:59PM on the fourth calendar day of the prior month. For example, orders for April transit passes must be placed by 11:59PM on March 4th.

1. Login to the WageWorks site by visiting www.transportation.harvard.edu/commuterchoice/transit, click on "Order Transit Products" and use your Harvard Key credentials. If you are a new employee or are switching from a Harvard parking pass, you may not have immediate access to the system. Try again after 3PM on Friday when the weekly eligibility file is updated.

The screenshot shows the Harvard CommuterChoice website under the 'Transit' category. On the left, there's a sidebar with links like 'Transit Benefit Terms and Conditions', 'Private Transit Providers', 'Pre-Tax Transit Parking', and 'Sharing Rides and Vehicles'. The main content area has a red header 'TRANSIT' and a sub-header 'TRANSIT BENEFITS FOR FACULTY AND STAFF'. It features a 'Order Transit Products' button with a 'FACULTY & STAFF BENEFIT' badge. Below it, text mentions a 50% subsidy on MBTA passes and pre-tax savings on private transit products and parking reimbursement. A link to 'FAQs' is also present. A red arrow points from the 'Order Transit Products' button towards the 'TRANSIT BENEFITS FOR FACULTY AND STAFF' text.

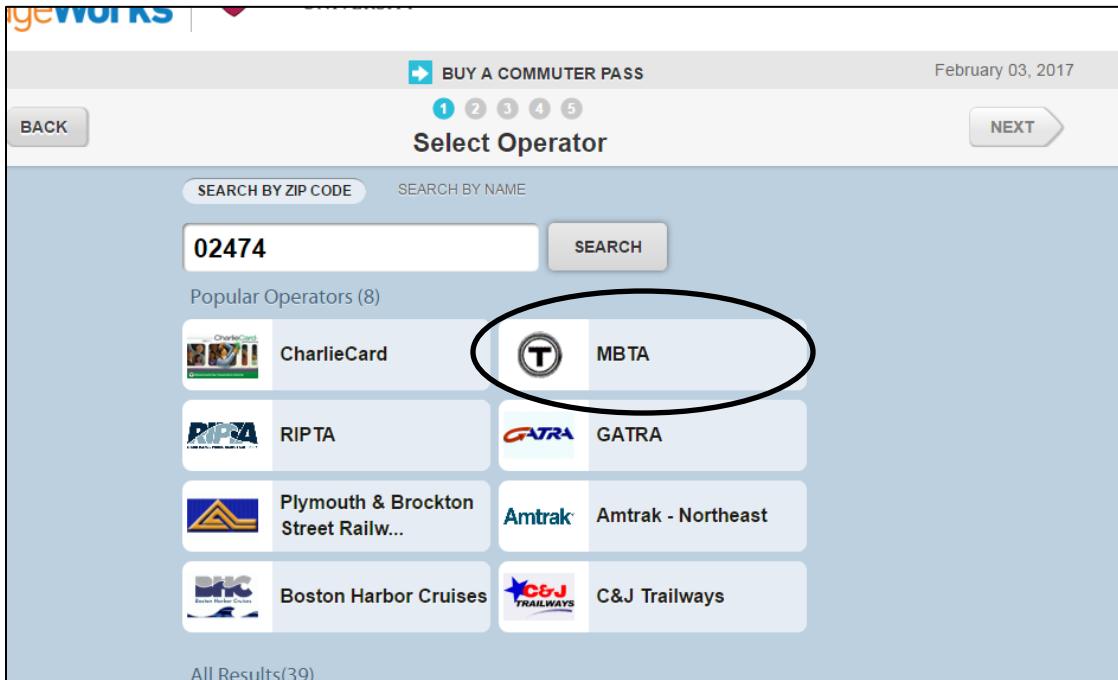
2. From your WageWorks dashboard click on 'Enroll in Commuter'.

The screenshot shows the WageWorks dashboard for Harvard University. At the top, there are tabs for 'DASHBOARD', 'CLAIMS & ACTIVITY', and 'CALCULATORS', with the date 'February 3, 2017' on the right. Below these are sections for 'CURRENT PROGRAMS' (1) and 'AVAILABLE PROGRAMS' (1). A central box displays a 'Commuter Account' with a blue arrow icon, the text 'Order by: COM', a calendar showing 'Feb 04 2017', and the time '11:59 PM ET'. To the right, there's a 'Current Orders' section for 'March 2017' with two items: 'No Transit Orders' and 'No Parking Orders'. A 'Don't Miss Out' box encourages users to 'PLACE YOUR ORDER'. A black oval highlights the 'ENROLL IN COMMUTER' button in a white box.

3. Click on Transit. When the Instructions page opens, then click the Next arrow.

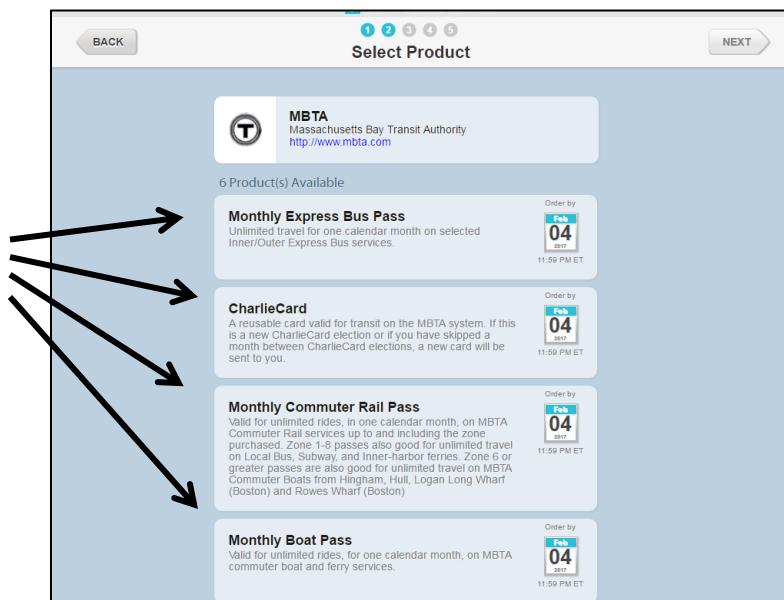
The screenshots show the 'PLACE COMMUTER ORDER' process. The first screenshot shows a step titled 'Select an option below to place your commuter order' with four options: 'Commuter Transit' (circled), 'Commuter Vanpool', 'Commuter Park and Ride', and 'Commuter Biking'. The second screenshot shows the 'Instructions' step with a red circle around the 'NEXT' arrow at the bottom right. The background of both screenshots is light blue.

4. Choose the operator that best fits your needs. You will find all MBTA pass options by clicking on MBTA. If you use private transit like Amtrak or Peter Pan bus select the company from the screen. If you do not see the transit operator you need from this list, try changing your ZIP Code to something different like your work location or where your commute begins if it is not your hometown. Please note that only MBTA products are subsidized by 50%, all other transit methods offer pre-tax savings only.



Using MBTA as an example, select your pass type by clicking on the bold heading that corresponds to the pass you need. Local bus, express buses, and the subway and bus LinkPass can all be found by clicking on CharlieCard.

If you are using the Commuter Rail or Boat, your local bus and subway connections will also be covered by your monthly pass.



Here are two examples of the most common types of passes: if you need a subway and bus LinkPass – click on CharlieCard, then select ‘Subway and Local Bus’ from the dropdown list. If you need a Commuter Rail pass, click on ‘Monthly Commuter Rail Pass’ and then select the Zone you need from the dropdown.

5. Once you have chosen the pass type, choose the order frequency. Leave the frequency set at ‘Every Month’ if you want the order to renew automatically each month. If you only want the pass for certain months of the year click on Manage Calendar and select the months you want the pass. Select ‘One Month Only’ if you only need the pass for the upcoming benefits month but not subsequent months.

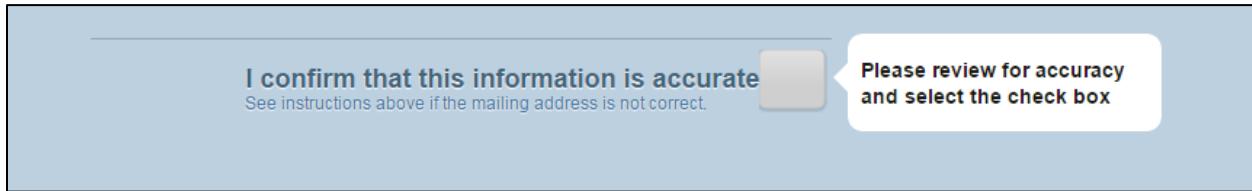
If you choose a CharlieCard option for bus or bus and subway, the fare will reload automatically on the CharlieCard you receive for your first month’s enrollment. Commuter Rail and Boat commuters will receive a new pass in the mail each month. The type of fare media available for private transit use varies by company.

6. Verify your mailing address and agree to the program terms on the next two screens to confirm your order.

If your mailing address is incorrect, you will need to update your information in PeopleSoft; these changes will be reflected on the WageWorks site in 1-2 weeks. Your transit pass will be mailed to your address between the third and fourth week of the month prior to your first benefits month. If you are using a CharlieCard, do not use it before the first day of the benefits month or you will incur an additional monthly charge for early usage.

CharlieCards will automatically reload each month that you have an order in place; Commuter Rail and Boat passes will be mailed to your address on file each month.

If your transit pass does not arrive or if you have any questions about the process please call WageWorks at 877.924.3967 or contact the CommuterChoice office at 617-384-7433 or commuterchoice@harvard.edu.



► BUY A COMMUTER PASS February 07, 2017

1 2 3 4 5 NEXT

Program Sponsor Certifications

Important - In order to complete your order, please read and acknowledge the following information from your program sponsor.

Print Current Page

By clicking "I acknowledge" below, I agree to the following terms:

I hereby elect to participate in the Harvard University CommuterChoice transit benefit program and agree to comply with the terms and conditions set forth in it www.goo.gl/O1qfhZ.

I hereby authorize Harvard University to make deductions from my earned wages in the amount I designate pursuant to the WageWorks enrollment process (monthly election amount) until I change my monthly election amount or revoke this authorization by the designated cutoff dates;

I understand that the benefit program is solely for my personal use in connection with my commute to and from my place of employment at Harvard;

I understand that using my transit pass prior to the first day of the benefit month will result in an early usage fee equal to the total cost of the pass which will be deducted from the next available participant paycheck.; and

I am limited to one MBTA pass election per month. If more than one pass or multiple zones within the same pass are elected, the pass(es) with the lower value will be cancelled.

The University will periodically audit use of the transit benefit program to ensure compliance with these requirements.; and

I acknowledge that Harvard is not responsible for lost transit products and will not reimburse out of pocket expenses. Lost or stolen Commuter Rail or Ferry tickets are not replaceable.

I acknowledge the above information Please review and then check the box to continue.