



Employee Parking Application Form

Parking assignments will be administered according to Parking Policy #0-1.6

Employee Information:

Full Legal Name: _____
Last First Middle

Sask Polytechnic ID Number: _____ Sask Polytechnic Tel# (if known) _____

Start Date of Parking: _____

- Academic
- Professional Services
- Out-of-Scope
- Full-time
- Part-time

Campus:

- Saskatoon*
- Moose Jaw
- Regina*
- Prince Albert*
- Administrative Offices (SPAO)

Please specify work location: _____ (e.g. Ontario Ave, Academic Building)

Please specify work department: _____ (e.g. Finance, Nursing, Literacy & Adult Ed)

Parking Preference: Electric (\$840/year) Non-electric* (\$780/year) *Not applicable to SPAO

License Plate # _____ Make _____ Model _____
 License Plate # _____ Make _____ Model _____

\$25.00 replacement fee/hangtag for any lost or stolen hangtags

Job Share employees who wish to share an assigned stall:

- ◆ each employee must complete an application
- ◆ the applications must be submitted together

Job Share Partner's Full Legal Name: _____
Last First Middle

Job Share Partner's SaskPolytech ID Number: _____

I authorize Saskatchewan Polytechnic to deduct equalized parking fees from my pay each pay period.

Employee Signature

Date

Deliver completed form to the applicable Facilities office

For Office Use Only:

Facilities Office: Assigned Parking Stall # _____ Electric Non Electric
Effective Date of Assigned Parking: _____

Human Resources: NBAJOBS – Add default earning code for Taxable Benefit (SPAO only)
Entered by: _____ Date: _____ Out-of-Scope In-Scope

Job Share: Appointed Percentage: _____ This Employee _____ Job Share Partner: _____

Payroll: Deduction Code: _____ Plan Code: _____
Banner Entry Date: _____ Entered By: _____