

Facilities Management and People and Culture

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| Guideline: Car Parking Payment Options |  |

# Introduction

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|  | Facilities Management is responsible for the policy and process of car parking however People and Culture have developed systems and procedures which address the payment options via salary deduction. This guideline outlines those options for obtaining a staff parking permit for staff.  |

# Staff Parking Permit Fees

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| **All Year Parking**  | From 01 January 2024 a full year staff parking permit will cost $1000.00  |
| **Semester Parking** | From 01 January 2024 a half year staff parking permit will cost $500.00 |

# Payment Options

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| **Overview Payment Options** | Staff have the opportunity to choose between 4 payment options:1. Paying by credit card (to Security)
2. Paying by EFTPOS (to Security)
3. Paying by cheque (to Security)
4. Paying by salary deductions (to Security and they send application form to Pay and HR for salary deduction processing)

Staff must take personal responsibility for paying their own parking fees. University funds cannot be used for this purpose.  |
| **Option 1 -3 :****Credit Card, EFTPOS, Cheque** | Credit card, EFTPOS or cheque payments are made directly at the security office. Security will issue the parking permit at the time of payment.  |
| **Option 4:****Eligibility for deductions by salary****Salary deductions** | Individuals whose primary relationship with the University is staff and who receive **on-going** fortnightly payments are eligible to pay the staff parking permit by salary deductions. Casual staff parking permits are not able to be paid by salary deductions.**Fixed Term staff please note:** Your deductions will be spread evenly across the number of pays between the next available pay run (i.e. the time the deductions start) and end date of your fixed term contract until the parking permit balance is paid in full. Salary deductions apply for full year and half year parking permits. Parking permits are obtained by presenting the Staff Canterbury Card at the Security office. Staff can choose between the following salary deduction options:1. Fortnightly salary deductions (as per Table 1-3) until the parking permit balance is paid in full
2. Fortnightly salary deductions of $50 per pay until the parking permit balance is paid in full
3. Fortnightly salary deductions of $100 per pay until the parking permit balance is paid in full
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# Salary Deduction Tables

## Full Year

**Table 1: Fortnightly Parking Permit Deductions for a full year Parking Permit for 2024:**

This table is provided to show how deductions are determined by the date the payments commence. It does not indicate a weekly rate for parking. The cost for a parking permit is $1000.00 (for full year) or $500.00 (for a half year). Fortnightly deduction amounts will differ for those who are not employed for a whole year.

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| --- | --- | --- |
| **Pay Period** | **Amount in NZ (incl. GST) to be deducted** |  |
| **From** | **To** | **Code** | **NZD** |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **Goal Balance:** |  **$ 1,000.00**  |  |
| **01/01/2024** | **14/01/2024** | F20240114 | **40.00**  |  |   |   |   |   |   |   |   |   |   |   |   |
| **15/01/2024** | **28/01/2024** | F20240128 | 40.00 | **41.67** |  |   |   |   |   |   |   |   |   |   |   |
| **29/01/2024** | **11/02/2024** | F20240211 | 40.00 | 41.67 | **43.48** |  |   |   |   |   |   |   |   |   |   |
| **12/02/2024** | **25/02/2024** | F20240225 | 40.00 | 41.67 | 43.48 | **45.46** |  |   |   |   |   |   |   |   |   |
| **26/02/2024** | **10/03/2024** | F20240310 | 40.00 | 41.67 | 43.48 | 45.46 | **47.62** |  |   |   |   |   |   |   |   |
| **11/03/2024** | **24/03/2024** | F20240324 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | **50.00** |  |   |   |   |   |   |   |
| **25/03/2024** | **07/04/2024** | F20240407 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | **52.64** |  |   |   |   |   |   |
| **08/04/2024** | **21/04/2024** | F20240421 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | **55.56**  |  |   |   |   |   |
| **22/04/2024** | **05/05/2024** | F20240505 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | **58.83**  |  |   |   |   |
| **06/05/2024** | **19/05/2024** | F20240519 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | **62.50** |  |   |   |
| **20/05/2024** | **02/06/2024** | F20240602 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | **66.67**  |   |   |
| **03/06/2024** | **16/06/2024** | F20240616 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | **71.43**  |   |
| **17/06/2024** | **30/06/2024** | F20240630 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | **76.93**  |
| **01/07/2024** | **14/07/2024** | F20240714 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **15/07/2024** | **28/07/2024** | F20240728 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **29/07/2024** | **11/08/2024** | F20240811 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **12/08/2024** | **25/08/2024** | F20240825 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **26/08/2024** | **08/09/2024** | F20240908 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **09/09/2024** | **22/09/2024** | F20240922 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **23/09/2024** | **06/10/2024** | F20241006 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **07/10/2024** | **20/10/2024** | F20241020 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **21/10/2024** | **03/11/2024** | F20241103 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **04/11/2024** | **17/11/2024** | F20241117 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **18/11/2024** | **01/12/2024** | F20241201 | 40.00 | 41.67 | 43.48 | 45.46 | 47.62 | 50.00 | 52.64 | 55.56  | 58.83 | 62.50 | 66.67  | 71.43  | 76.93  |
| **02/12/2024** | **15/12/2024** | F20241215 | 40.00 | 41.59 | 43.44 | 45.34 | 47.60 | 50.00 | 52.48 | 55.48 | 58.72 | 62.50 | 66.62 | 71.41 | 76.84 |
|   |   | TOTAL | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 | 1000.00 |

**Example full year:** A staff member purchasing a full year parking permit paying by salary deduction in the pay period 1st January 2024 to 14th Janaury 2024 will pay $40.00 per fortnight. While a staff member purchasing a full year parking permit paying by salary deduction in the pay period between the 15th January 2024 and the 28th Janaury 2024 will pay $41.67 per fortnight.

**Note:** The earlier the salary deduction commences the lower the fortnightly deduction will be.

## 1st Half Year

**Table 2: Fortnightly Parking Permit Deductions for 1st half year Parking Permit only for 2024:**

This table is provided to show how deductions are determined by the date the payments commence. It does not indicate a weekly rate for parking. The cost for a parking permit is is $1000.00 (for full year) or $500.00 (for a half year). Fortnightly deduction amounts will differ for those who are not employed for a whole year.

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| --- | --- |
| **Pay Period** | **Amount in NZ (incl. GST) to be deducted** |
| **From** | **To** | **Code** | **NZD** |  |  |  |  |  |  |  |  | Goal Balance: |  $ 500.00  |
|  |  |  |   |   |   |   |   |   |   |   |   |   |   |
| **01/01/2024** | **14/01/2024** | **F20240114** | **41.67** |  |   |   |   |   |   |   |   |   |   |
| **15/01/2024** | **28/01/2024** | **F20240128** | 41.67 | **45.46** |  |   |   |   |   |   |   |   |   |
| **29/01/2024** | **11/02/2024** | **F20240211** | 41.67 | 45.46 | **50.00** |  |   |   |   |   |   |   |   |
| **12/02/2024** | **25/02/2024** | **F20240225** | 41.67 | 45.46 | 50.00 | **55.56** |  |   |   |   |   |   |   |
| **26/02/2024** | **10/03/2024** | **F20240310** | 41.67 | 45.46 | 50.00 | 55.56 | **62.50** |  |   |   |   |   |   |
| **11/03/2024** | **24/03/2024** | **F20240324** | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | **71.43** |  |   |   |   |   |
| **25/03/2024** | **07/04/2024** | **F20240407** | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | **83.34** |  |   |   |   |
| **08/04/2024** | **21/04/2024** | **F20240421** | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | **100.00** |  |   |   |
| **22/04/2024** | **05/05/2024** | **F20240505** | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | 100.00 | **125.00** |  |   |
| **06/05/2024** | **19/05/2024** | **F20240519** | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | 100.00 | 125.00 | **166.67** |  |
| **20/05/2024** | **02/06/2024** | **F20240602** | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | 100.00 | 125.00 | 166.67 | **250.00** |
| **03/06/2024** | **16/06/2024** | **F20240616** | 41.63 | 45.40 | 50.00 | 55.52 | 62.50 | 71.42 | 83.30 | 100.00 | 125.00 | 166.66 | 250.00 |
|  |  | **TOTAL** | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |

**Example 1st half of year:**

A staff member purchasing a 1st half year parking permit paying by salary deduction in the pay period 1st January 2024 to 14th January 2024 will pay $41.67 per fortnight.

**Note:** The earlier the salary deduction commences the lower the fortnightly deduction will be.

## 2nd Half Year

**Table 3: Fortnightly Parking Permit Deductions for the 2nd half year Parking Permit only for 2024:**

This table is provided to show how deductions are determined by the date the payments commence. It does not indicate a weekly rate for parking. The cost for a parking permit is $1000.00 (for full year) or $500.00 (for a half year). Fortnightly deduction amounts will differ for those who are not employed for a whole year.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pay Period** | **Amount in NZ (incl. GST) to be deducted** |  |  |  |  |  |  |  |   |
| **From** | **To** | **Code** | **NZD** |  |  |  |  |  |   |   |  | Goal Balance: |  $ 500.00  |   |
| **17/06/2024** | **30/06/2024** | **F20240630** | **38.47** |  |  |  |  |  |   |   |  |   |   |   |
| **01/07/2024** | **14/07/2024** | **F20240714** | 38.47 | **41.67** |   |   |   |   |   |   |   |   |   |   |
| **15/07/2024** | **28/07/2024** | **F20240728** | 38.47 | 41.67 | **45.46** |   |   |   |   |   |   |   |   |   |
| **29/07/2024** | **11/08/2024** | **F20240811** | 38.47 | 41.67 | 45.46 | **50.00** |   |   |   |   |   |   |   |   |
| **12/08/2024** | **25/08/2024** | **F20240825** | 38.47 | 41.67 | 45.46 | 50.00 | **55.56** |   |   |   |   |   |   |   |
| **26/08/2024** | **08/09/2024** | **F20240908** | 38.47 | 41.67 | 45.46 | 50.00 | 55.56 | **62.50** |   |   |   |   |   |   |
| **09/09/2024** | **22/09/2024** | **F20240922** | 38.47 | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | **71.43** |   |   |   |   |   |
| **23/09/2024** | **06/10/2024** | **F20241006** | 38.47 | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | **83.34** |   |   |   |   |
| **07/10/2024** | **20/10/2024** | **F20241020** | 38.47 | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | **100.00** |   |   |   |
| **21/10/2024** | **03/11/2024** | **F20241103** | 38.47 | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | 100.00 | **125.00** |   |   |
| **04/11/2024** | **17/11/2024** | **F20241117** | 38.47 | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | 100.00 | 125.00 | **166.67** |   |
| **18/11/2024** | **01/12/2024** | **F20241201** | 38.47 | 41.67 | 45.46 | 50.00 | 55.56 | 62.50 | 71.43 | 83.34 | 100.00 | 125.00 | 166.67 | **250.00** |
| **02/12/2024** | **15/12/2024** | **F20241215** | 38.36 | 41.63 | 45.40 | 50.00 | 55.52 | 62.50 | 71.42 | 83.30 | 100.00 | 125.00 | 166.66 | 250.00 |
|   |   | TOTAL | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |

**Example 2nd haf of year:**

A staff member purchasing a 2nd half year parking permit paying by salary deduction in the pay period 17th June 2024 to 30th June 2024 will be paying $38.47 per fortnight.

**Note:** The earlier the salary deduction commences the lower the fortnightly deduction will be.

**Related Policies, Procedures and Forms**

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| **UC Policy** | * [UC Parking and Traffic Policy](https://www.canterbury.ac.nz/about-uc/corporate-information/policies/parking-and-traffic-policy)
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| **Related Information** | * [Campus Parking](https://www.canterbury.ac.nz/life/facilities/parking-at-uc)
* [Staff Parking Permit](https://www.canterbury.ac.nz/life/facilities/parking-at-uc/staff-parking/apply-for-a-staff-parking-permit)
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# Further Information

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| **Parking Permit Enquiries** | If you have any further queries relating to parking permits, please contact the [FM - Security Office](https://ucliveac.sharepoint.com/sites/IntranetFacultiesServiceUnits/SitePages/facilities-management.aspx). |
| **Parking Permit Salary Deduction Enquiries** | If you have any further queries relating to salary deductions, please contact [People and Culture](https://ucliveac.sharepoint.com/sites/IntranetWHOurPeopleCultureDevelopment/SitePages/PC-Support.aspx).  |