



A Money-Saving Transportation Benefit for NYS Employees and a Cleaner New York

About NYS-Ride

As a result of collective bargaining, the Governor's Office of Employee Relations is pleased to offer *NYS-Ride*, a transportation benefit that allows New York State employees to save money on eligible public transportation expenses by paying for those costs on a pre-tax basis through biweekly payroll deductions.

You choose exactly what public transportation fare media (such as train, subway, bus and vanpool passes, and fare cards) you need to commute to work, and WageWorks® will purchase your fare media from transit authorities and mail your pass or fare cards to your home address. Or you can use the WageWorks Commuter Card.

The WageWorks Commuter Card is a permanent stored value card, or "electronic voucher," that can be used to make purchases at participating ticket vending machines and works just like a traditional credit card or debit card used at those same machines. You determine how much to put on the card each month and any unused balance remaining on the card carries forward for future use.

How You Save Money

You can put aside pre-tax dollars to pay for your eligible commuting expenses up to the monthly limit set by the federal government. No federal, state, city income, Social Security, or Medicare taxes will be withheld from the pre-tax amount of your eligible commuting expenses, so you will save money each month.

Eligibility

You can participate in *NYS-Ride* if you are an Executive Branch New York State employee or an employee of the Unified Court System, or Senate and receive a regular biweekly paycheck from the Office of the State Comptroller (OSC) and are in an eligible bargaining unit. Check www.nysride.com or call WageWorks customer service at 1-866-428-7781 (TDD 1-866-353-8058) for a list of eligible bargaining units.

If you are newly hired and in an eligible negotiating unit, you can participate in *NYS-Ride* once you begin receiving regular biweekly paychecks from OSC. OSC must take two successive payroll deductions to fund your account before WageWorks will order your commuter pass.

How the Program Works

Your transportation expenses, such as qualified fares for riding buses, trains, subways, ferries, and other types of mass transportation or vanpools, can be paid for through *NYS-Ride*.

When you enroll in *NYS-Ride* for eligible transportation expenses, you authorize WageWorks to purchase public transportation fare media directly from your transportation provider. You pay for your fare media through biweekly payroll deductions. After you have had at least two successive paycheck deductions, WageWorks will mail your pass, fare card, or commuter card directly to your home address.

If the cost of your pass or fare card exceeds the pre-tax monthly dollar limit set by the federal government, the remainder will be deducted from your biweekly paycheck on a post-tax basis.



Enrollment

You can enroll in *NYS-Ride* online anytime at www.nysride.com or by phone at 1-866-428-7781 Monday through Friday, 8:00 a.m. - 8:00 p.m. Eastern Time, except holidays. Employees who are hearing impaired may contact WageWorks customer service through TDD at 1-866-353-8058.

There is no annual "open enrollment" period. You can enroll or change your election during any monthly enrollment period as long as you are employed and meet *NYS-Ride's* eligibility requirements.

To enroll, you must register with WageWorks the first time you access the website. Click on the Enrollment Application tab, then select **First-Time User? Register Now** on www.nysride.com. Provide the following information to verify your eligibility:

- ▶ **Last Name:** As shown on your pay stub
- ▶ **Department ID:** 5-digit code, as shown on your pay stub
- ▶ **Negotiating Unit:** 2-digit code, as shown on your pay stub
- ▶ **Date of Birth:** Month/Day
- ▶ **Zip Code** of your home mailing address
- ▶ **EMPLID:** 9-digit alpha-numeric code shown on your pay stub

Once your eligibility is verified, you will be prompted to do the following:

- ▶ Create your own username and password and ensure that your contact information is correct
- ▶ Read the **User Agreement** and confirm your acceptance
- ▶ From the **Commuter Overview** page, select **Place Commuter Order**
- ▶ Select the **Public Transportation** or **Vanpool** options, choose your providers and make your purchases
- ▶ Confirm your elections to have the purchases automatically deducted from your biweekly paychecks

Election Deadline

You must make your public transportation or vanpool elections online by 11:59 p.m. ET by the first of the month, two months before the commuting month. If you make your election by speaking to a WageWorks customer service representative, you must call before 8 p.m. on the workday on or before the first of the month. You will see your pre-tax and post-tax deductions reflected on your biweekly pay stub.

Changing Your Election

If your commuting expenses change because you move, transfer work locations, have extended travel plans, have a change in your commuter costs, or you simply change your mind about your election, you can alter your election accordingly.

Log on to www.nysride.com, click on the **Online Account** tab, then enter your username and password if you wish to change your commuting election online. Or call WageWorks customer service toll free for help.

Remember, the deadline for elections, changes, or cancellations is always the first of the month, two months before the commuting month. The last elections you make before the first of the month deadline will be the elections used to make your purchases. For example, if you want to change or cancel your election for the August commuting month, you must do so by June 1.

IRS Regulations

Federal regulations require that elections be made on a prospective basis. Changes or cancellations must be made by the first of the month, two months before the benefit month.

Eligible Expenses

Most of the costs you normally incur for public transportation (mass transit and vanpools) traveling between your residence and work are considered eligible commuting expenses under *NYS-Ride*.

- ▶ **Public Transportation (Mass Transit)** – Whether you commute by bus, subway, train, or ferry, it's likely that WageWorks coordinates with your mass transit provider. To find out which providers are available in your area, simply log on to www.nysride.com, click on the Program Information tab, then select the **Public Transportation** option to order the fare media (such as bus, subway or rail passes, or fare cards) you use. WageWorks will mail your fare media directly to your home address or address of record. Or you can purchase your fare media with the commuter card at participating ticket vending machines.
- ▶ **Vanpool** – If you use a vanpool to get to work, WageWorks can pay your vanpool provider directly. To find out if your vanpool provider participates, log on to www.nysride.com and click on the **Program Information** tab, then select the **Vanpool** option. If you don't see your vanpool provider, just call WageWorks customer service.
- ▶ **Combination of Commuting Expenses** – We recognize that some employees may use a combination of fare media as part of their normal commute to work. If you have various expenses, you can order any combination of the options found on the *NYS-Ride* website that meets your commuting needs.
- ▶ **Tell WageWorks If You Don't See Your Provider** – If your transportation provider does not participate, call WageWorks customer service. WageWorks will explore establishing a relationship with them, which will make *NYS-Ride* more convenient for you.

The following expenses are NOT eligible through *NYS-Ride*:

- ▶ Parking
- ▶ Transportation expenses that are not work related
- ▶ Spouse's, domestic partner's, or dependent's transportation expenses
- ▶ Tolls (e.g. bridges, turnpikes, and E-Z Pass)
- ▶ Gas
- ▶ Taxis or limousines
- ▶ Traffic tickets

Refer to the *NYS-Ride* website, www.nysride.com, for a more detailed list.

Assistance With Your Questions

If you have any questions about *NYS-Ride*, visit www.nysride.com or contact WageWorks customer service at 1-866-428-7781. Representatives are available Monday through Friday, 8:00 a.m. - 8:00 p.m. Eastern Time, except holidays. Employees who are hearing impaired may contact WageWorks TDD at 1-866-353-8058. Or you may send e-mail to commuterhelp@wageworks.com.

www.nysride.com

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NYS-Ride is administered by
WageWorks



NYS-Ride is a benefit provided to New York State employees as a result of collective bargaining and is sponsored by the Governor's Office of Employee Relations.
Andrew M. Cuomo, Governor

Balancing work, home, and life.
To learn more about other Work-Life Services programs, please visit www.worklife.ny.gov