

# Administrative Resources

Determine faculty eligibility to have parking fees paid by UT Southwestern.

- [AE Business Procedures: Department Paid Parking Eligibility](#)

## Reminders

- Parking Services accepts faculty parking applications to be processed via interdepartmental requests (IDRs). **To allow for adequate time to process all Faculty IDRs for FY24, we will be accepting IDRs beginning on Friday, Sept. 1 thru Friday, Sept. 15. We cannot guarantee processing will be complete by Sept. 30 if the application is received after Sept. 15.** Please note that IDRs will not be processed before Sept. 1 to ensure that fiscal year budgets have been fully loaded.
- No paper IDRs for faculty parking will be accepted.
- Please refer to [Departmental Month End Close Schedule](#) (link requires VPN) for updates on load of Hyperion budget data.
- If your faculty has 35-plus years of service, check the “Named-Reserved (35+ YOS)” box on the application.
- Pursuant to UTSW Policy [ISR-155: Payment Card Industry Security](#), do not write credit card data on the application or send electronically.

## The Process

Distribute [Faculty Parking Application](#) to faculty.

- Only select one (primary) parking location. Faculty will have access to all parking facilities on campus, so it is not necessary to select all areas.
- Ensure faculty member signs the signature boxes. If he/she elects to pay for an additional permit or parking level over the approved amount via payroll deduction, he/she must sign the “Payroll Deduction Authorization” section of the application.
- Submit IDRs via [PeopleSoft](#) (PeopleSoft>Financials>eProcurement).

## Deadline

- Process and return parking requests by September 16.
- Parking applications via PeopleSoft can only be submitted after the budget is loaded.

## Resources

- [AE Business Procedures: Department Paid Parking Eligibility](#)
- [Faculty Parking Application](#)

## Questions?

Email us: [parkingservices@utsouthwestern.edu](mailto:parkingservices@utsouthwestern.edu)