



Parking Services

4400 University Drive, MS 1G4, Fairfax, Virginia 22030
Phone: 703-993-2710; Fax: 703-993-2719

FACULTY/STAFF 2017-18 NEW PAYROLL DEDUCTION ENROLLEE

New to this year is the ability for New Payroll Deduction Enrollees to process their Payroll Deduction request online. Payroll Deduction permits are non-expiring meaning they do not need to be repurchased each year and are automatically renewed. To get started follow the instructions below.

- Go to Parking.gmu.edu and click on purchase your permit
- Log in using your Mason ID and Patriot Web Password and then click Purchase Your Permit
- Verify and/or edit your mailing address. The temporary permit will not be mailed to you as it is printable at the end of this process
- Select the Payroll Deduction permit you want to be issued to you. 18 and 26 pay period cycles are deducted at the 24 pay period rate. Rate adjustments are made during the last part of the Spring Semester to complete annual payment. All Payroll Deduction rates are based on their respective annual rate. Each Payroll Deduction permit has its own Printable Permit type. They are as follows
 - PPG18: Fairfax General Lot (\$18.54 per pay period)
 - PPMP18: Mason Pond Deck (\$30.21 per pay period)
 - PPSH18: Shenandoah Deck (\$30.21 per pay period)
 - PPRA18: Rappahannock Deck (\$25.42 per pay period)
 - PPAR18: Arlington General (\$18.96 per pay period)
 - PPFH18: Founders Hall (\$26.67 per pay period)
- Read all rules and regulations and then click the check box that indicates that you have done so
- Verify that you have the correct permit type selected.
- Finally on the last page click on the Print Permit link to pull up a PDF of the temporary permit

Parking Services will contact you within ten days to set up issuance of your Payroll Deduction permit. We can mail the permit to you or you can arrange an in person pick up, whichever is easiest for you. Should you wish to change your permit type or stop deductions please come to the Parking Services Office. If you have questions or have not been contacted within this time period please contact our Payroll Coordinator Sivann Feldhaus by phone at (703) 993-2717 or by email at sfeldhaus@gmu.edu.