

# 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 Sunday, Sept. 1 thru Friday, Sept. 13. We cannot guarantee processing will be complete by Sept. 30 if the application is received after Sept. 13. 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).
- The chart of account department ID for Parking Services is 505003.

## Deadline

- Process and return parking requests by September 13.
- 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)