

## **Remote Worker Parking Permit FAQ**

### **How do I qualify for the discounted remote worker parking permit?**

The remote worker permit is available to classified employees designated by their manager and confirmed by Human Resources as Level 3 – Majority Remote (working 20% or less on campus).

### **How much does the remote worker permit cost, and where can I park?**

The monthly cost of the remote worker permit is \$10.25 and allows for parking in all staff garages except for and Garages C and D at William P. Clements Jr. University Hospital (CUH). Note: Garage B at CUH is an approved parking location for staff with a remote worker permit.

### **How do I confirm if I am coded as “Level 3 – Majority Remote” in the system?**

Parking Services has access to your Flex Work category, and you can confirm your Flex Work level with your manager.

### **What parking options do I have if I am designated as Level 2 – Hybrid Work Arrangement?**

Employees designated at Level 2 – Hybrid Work Arrangement must purchase parking permits at standard rates.

### **How do I change my Flex Work level in order to qualify for the remote worker parking permit?**

Speak to your manager to confirm eligibility. Your manager can submit a request to Human Resources to change your Flex Work status, if applicable.

### **How do I return my current permit and register for the new remote worker permit?**

You may cancel your parking permit at any time by following these steps:

1. Log in to the [Parking Portal](#) with your UTSW username and password.
2. Select “View Your Permits.”
3. Select “Request Expiration”
4. Select “Early Expiration” under Change Type
5. Select your current permit under Permit to Modify
6. Add any Additional Comments
7. Select Confirm
8. Select Complete

To register for the new remote worker permit online:

1. Log in to the [Parking Portal](#) with your UTSW username and password.
2. Enter your UT Southwestern ID and password.
3. Under “Manage Your Parking Account,” click on “Purchase Permits.”

**Who do I contact if my Flex Work level does not allow me to register for a remote worker parking permit?**

Please contact your manager to confirm or change your Flex Work level.