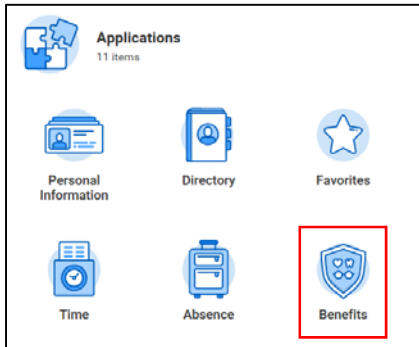


View or Update Parking Election – Tulsa

1. To get started, first navigate to the **Benefits** application on the Workday homepage.



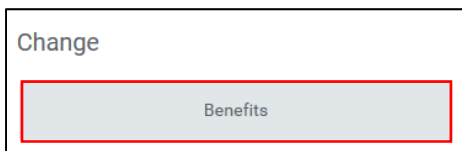
2. Here you see your **Current Cost** of parking and fitness elections. This section lists only your current cost of *parking and fitness*—not other benefits elections.



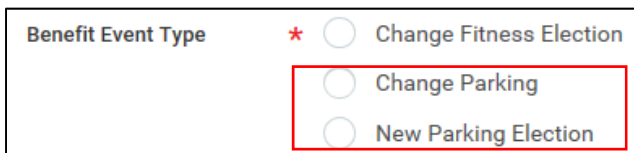
3. You can find resources related to Parking within the **External Links** menu. If making a change to your parking election, you should review the map and parking availability before making your election.



4. Here you also have the option of making changes to your Parking Elections. To do so, click **Benefits** from the **Change** column.



5. The top of the page includes instructions for making changes to Fitness or Parking elections as applicable.
6. Scroll past the instructions to click your **Benefit Event Type**. Click **Change Parking** or **New Parking Election**, dependent on whether you have an existing parking election.



- Enter the **Benefit Event Date**. If you are making a **new** parking election, this should be the date you want to start parking in the lot. If changing your **existing** election, enter the first day of the following month.
- This entry will auto-fill the **Submit Elections By** and **Enrollment Offering Types** fields. You are not required to add any supporting documentation in the **Attachments** field.

Benefit Event Date	*	04 / 05 / 2018	
Submit Elections By		04/05/2018	
Enrollment Offering Types		Parking	

- Click **Submit**, then **Done** to initiate your request.
- Next, check your **Workday Inbox** to complete required paperwork. The paperwork will appear in the **Actions** tab.

Archive

Actions (3)

Viewing: All Sort By: Newest

Benefit Change - Change Fitness Election : Stan
on 05/01/2018

39 second(s) ago - Effective 05/01/2018

- Click whether to **Elect** or **Waive** the parking coverage.

Benefit Plan	*Elect / Waive	Coverage	Amount (Biweekly)	Percent	Employee Cost (Biweekly)	Employer Contribution (Biweekly)
Parking - The Williams Benefit Center	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	CPSD: Open Lot on 1st & Boulder. Central Parking 918-582-6515 EXT 234	0.00	0	\$18.00	\$7.50
					18.00	7.50

- Under **Coverage**, click the lot you would like to park in.

This selection will route your request for approval. If your chosen lot is no longer available, the change will be sent back to you to update with a new selection.

CPSD: Open Lot on 1st & Boulder. Central Parking [918-582-6515](tel:918-582-6515) EXT 234

CPSE: Open Lot on 1st & Boston. Central Parking [918-582-6515](tel:918-582-6515) EXT 234

search

CPSD: Open Lot on 1st & Boulder. Central Parking [918-582-6515](tel:918-582-6515) EXT 234

- Scroll to the bottom of the page and submit your Electronic Signature by clicking “**I Agree.**”

I Agree

- Click **Submit**, then **Done** to elevate your request to the appropriate approval. You will receive a Workday notification following the approval of your election.