

# On Campus Parking

On campus parking is determined by several factors, such as priority code, the employee's state service date, work location, and the shift they work.

Certain groups of employees are defaulted to parking by a priority code. i.e. Residents

# Parking Coordinators

It is the responsibility of the Parking Coordinator to act as a liaison between the parking office and the employees under their cost center numbers.

There are several means in place to park employees at UNC Healthcare.

Please contact your Parking Coordinator regarding questions about the registration process.

# Total State Service Date

The total state service date is the date that the employee started as a permanent state employee. This enables senior employees to have a benefit of closer parking.

# Work Location

On campus parking can only be distributed to employees whose work location is on campus. Healthcare employees located in off site locations will have permits to those areas or have other options in place.

# Shifts

**Night Shift:** The University considers Night Shift as beginning at 5:00 PM and lasting until 9:30 AM the next business morning. Night Shift employees will park in the top two levels of the Dogwood Deck Visitor's Deck with a Dogwood After 5pm permit or a Park and Ride permit. Entry and exit will be by a gate access card that employees received at Orientation. Each employee should have a gate access card or a UNC One Card that will allow them to access the gate.

**Afternoon Shift:** Employees working anywhere between 11:50 AM until after midnight will park with a PM Craige Deck upon availability of the permit. If there are no permits available, the Afternoon shift employees will use the Hedrick or Southern Village Park & Ride areas. The Hospital Evening Security Shuttle will transport employees after the Chapel Hill Transit service has ended.

**Evening Shift:** This works the same as the Afternoon shift with the exception of the start time. The start time for Evening shift will begin at 2:30PM.

# Shifts

**Day Shift:** Day Shift is considered to start as early as 5:00AM. Early morning Bus service from the Hedrick Park and Ride will cover most early shifts. The most common day shift is from 8:00 AM until 5:00 PM, Park and Ride covers the majority of parking and transport for new employees on day shift. On-Campus parking is limited due to space.

**Rotating Shifts:** Rotating shifts may need to park in different areas depending on the shift. An example would be 7:00 AM – 7:00 PM / 7:00 PM-7:00AM; Park and Ride would cover the 7am to 7pm shift, for the night portion of 7pm to 7am the employee would use their gate access card to park in the Dogwood Visitor's Deck.

# Registration Process

First, employees will enter their login into the allocation system using the same UNC username and password that they would use to log into their work station computer.



Once they have “**submitted**” their options, the options are then recorded onto the computer server. Then, the program will break down the individual’s record and options into the categories that fit the individual, such as priority code, state service date, shift, and location.

**Employee Login**



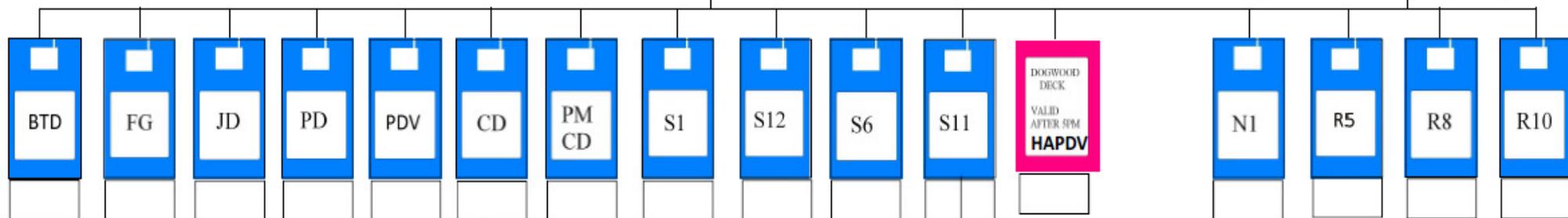
**Registration for permanent employees to allocated lots**

2013/2014 Allocation updates

- Options limited by TSSD
- In Patient RN's, CRNA'S, NP's & Pharmacist added to priority sort.
- Priority sort order implemented
- Implement texting

**Permits and Totals**

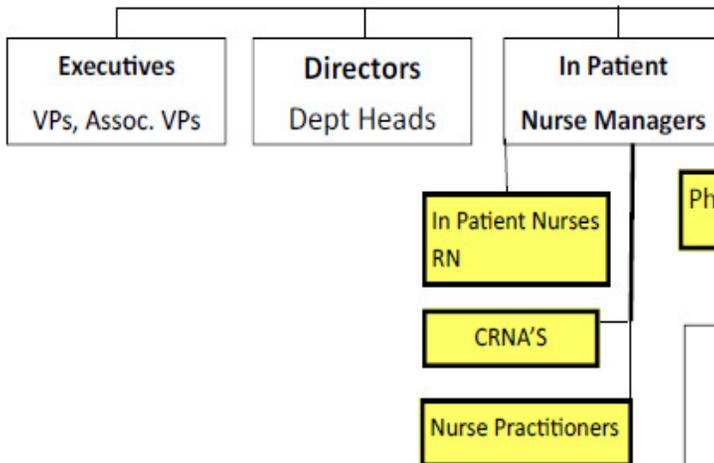
**Off campus allocated**



**Allocation System**

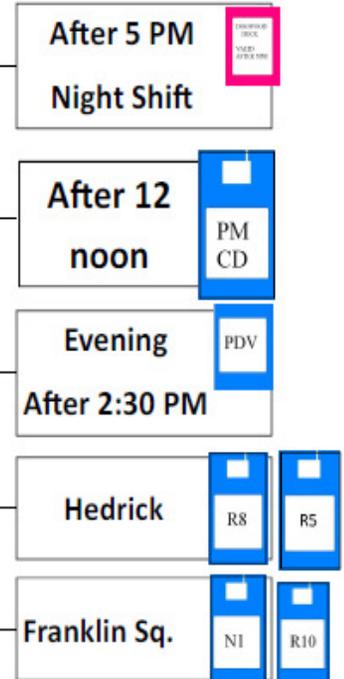
**Priority sort**

**Shift sort**



**Remaining Employees By TSSD**

**Location**



# Permits

Once the parking allocation is established, it is transferred to the University and the information is sent to a packaging and distributing company. Once the packaging process has been completed, the permits are sent to the University. After the University has inventoried the permits, they are then sent to the parking office. Permits for employees who have been terminated over the summer are removed, then the permits are distributed to the parking coordinators. It is advised that the parking coordinators generate a list for employees to sign to confirm they have received their permit.

# Keeping Employees Updated

- **Employees can refer to the online Parking and Transportation website for updates and information.**

<http://www.unhealthcare.org/site/transportation/parktransport?searchterm=parking>

- **For complete bus schedules, employees can go to the Chapel Hill Transit website.**

<http://www.chtransit.org/>

- **Other Helpful Websites include :**

[triangletransit.org](http://triangletransit.org)

[triangle.transloc.com](http://triangle.transloc.com)

[nextbus.com](http://nextbus.com)

- **Hospital Parking, Transportation and Photo ID Office : 919-966-1031**

[emppark@unch.unc.edu](mailto:emppark@unch.unc.edu)

Monday—Friday 7:30am—4:30pm