Cancelling Parking Contracts

*Guide for parking coordinators on how to cancel or advise employees on how to cancel both a Texas Medical Center (TMC) and University of Texas Health Science Center (UTH) garage parking contract.*

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Cancelling a Payroll Deducted TMC Parking Contract

*The parking coordinator is responsible for completing this process.*

1. Log-in to the TMC CPA: [https://contractparking.texasmedicalcenter.org/CP/Login.aspx](https://contractparking.texasmedicalcenter.org/CP/Login.aspx).
2. Click “Search Contracts” on the top left.
3. Enter the employee’s name or UTH Employee ID and select “Search”.
4. Find and verify the correct employee from the search results and select “Terminate”.

![Search for Contracts](image-url)
5. Enter the Effective Date of the Contract Termination. This should be the employee’s last day parking in the garage.
   - The Parking Card will deactivate on midnight on the date entered.
   - Parking Contracts may be terminated at any point during the month, however the employee will be charged for the whole month regardless of the date selected, so it is highly advised to communicate this to employees and cancel parking contracts on the 31st or earlier.

   **Example:** Effective Date of May 1 – Parking Card will deactivate at midnight and no longer work on May 2, but the employee will be charged for the whole month of May.

6. Enter any applicable comments.

7. Verify that the employee and effective date is correct and once verified select “Approve Request”.
   - It is possible to accidentally end a contract for the wrong employee, especially if they have a common name, so verifying the employee is critical. Using Employee ID to search the employee will ensure accuracy.

8. Return to the TMC CPA Home Page and save a copy/image of the pending Contract Termination.

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Reg #</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminate</td>
<td>Saved</td>
<td>220752</td>
<td>Mouse, Mickey</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking Card</th>
<th>Org code</th>
<th>Location</th>
<th>Effective date</th>
<th>Submitted</th>
<th>Last changed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>UT_MED_03</td>
<td>G04</td>
<td>9/21/2018</td>
<td>9/21/2018 4:23 PM</td>
<td>pcoordinator</td>
</tr>
</tbody>
</table>

   This form is found on Auxiliary Enterprises under Parking Services: [https://www.uth.edu/parking/index.htm](https://www.uth.edu/parking/index.htm)

   - This is ☑ An Initial Authorization ☐ An Amended Authorization ☑ Discontinuance

10. Have the employee or employee’s supervisor sign the form, or attach an email from the employee requesting the termination of their parking contract.

11. Email both the completed Payroll Deduction – Discontinuance form and image saved in step 9 to the Benefits Office (Benefits@uth.tmc.edu) and cc: the employee.

   **Example Email:**
   Dear UTHealth Benefits Office,

   Attached is the Payroll Deduction form to CANCEL future parking deductions for Mickey Mouse, EMPL ID 111010, effective midnight 8/31/2019.

   The termination has been entered into the TMC CPA database (see image).

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**Cancelling an Out of Pocket TMC Parking Contract**

*The employee is responsible for completing this process.*

1. Visit TMC Contract Parking site: [https://www.tmc.edu/contact/contract-parking/](https://www.tmc.edu/contact/contract-parking/)
2. Select “Terminate Parking Contract”.
3. Complete form and Select “Submit”.
   - Parking Contracts will be processed and ended on the last day of the selected month.
Cancelling a Payroll Deducted UTH Parking Contract

The employee, or the parking coordinator as a courtesy, is responsible for completing this process.

1. Employee complete the “Payroll Deduction” form and select “Discontinuance” for contract terminations. This form is found on Auxiliary Enterprises under Parking Services: https://www.uth.edu/parking/index.htm

2. Indicate the effective date/last working day needing garage access on the form
   - Parking Contracts may be terminated at any point during the month, however the employee will be charged for the whole month regardless of the effective date selected.
   - Example: Discontinuance effective May 20 – employee will still pay for the entire month of May.
   - It is also advised to complete this process and notify the UTH Parking Office and Benefits as soon as possible. Payroll deductions are taken out on the 16th for the next month, so cancelling the parking contract early in the month will avoid unnecessary deductions.

3. Employee signs the form
   - If the parking coordinator is completing this process as a courtesy, attach an email from the employee requesting the termination of their parking contract to the form

4. Notify and Email the completed Payroll Deduction – Discontinuance form to both the UTH Parking Office (Parking@uth.tmc.edu) AND the Benefits Office (Benefits@uth.tmc.edu)

   Example Email:
   Dear UTH Parking and Benefits,
   Attached is the Parking Payroll deduction form to cancel Mickey Mouses’ parking contract in the UT Professional Building Garage.
   Tomorrow, 8/31/2019 is my/their last work day.

Cancelling an Out of Pocket UTH Parking Contract

The employee is responsible for completing this process.

1. Complete the “Contract Parking Application” form found on the Auxiliary Enterprises Parking Services site: https://www.uth.edu/parking/parking/
2. Select “Cancellation” on the top of the form
3. Submit completed form to Auxiliary Enterprises Parking Services Office.

Contacts

Please contact the Office of Administration and Faculty Affairs, the UTH Parking Office, or the TMC Parking Office for more information and guidance on how to carry out this procedure.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Admin and Faculty Affairs</td>
<td>713-500-5020</td>
<td><a href="mailto:MSFA@uth.tmc.edu">MSFA@uth.tmc.edu</a></td>
<td>med.uth.edu/administration/</td>
</tr>
<tr>
<td>UTH Parking Office</td>
<td>713-500-3405</td>
<td><a href="mailto:Parking@uth.tmc.edu">Parking@uth.tmc.edu</a></td>
<td>uth.edu/parking/index.htm</td>
</tr>
<tr>
<td>TMC Parking Office</td>
<td>713-791-6161</td>
<td><a href="mailto:Parking@tmc.edu">Parking@tmc.edu</a></td>
<td>tmc.edu/contact/contract-parking/</td>
</tr>
</tbody>
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