

## SUMMARY OF ENTERPRISE PARKING APPLICATION

The [Enterprise Parking Application](#) has two sections, one for employees who have a stall and one for those who don't. Below is a summary of the functionality for each section:

### Employees who don't have a stall

1. Apply for parking and join the waitlist: Get added to the waitlist or update your waitlist record
2. Review the waitlist for my building: Determine where you're at on the waitlist
3. Update my stall share preferences: Specify which days you want to share a stall (if any)
4. Cancel my stall share agreement: Stop sharing a stall (if currently sharing one)

### Employees who have a stall

1. Find a parking partner: Review employees interested in stall share and offer to share your stall
2. Cancel my parking subscription: Give up your stall and stop paying for parking
3. Acknowledge an informal stall share agreement (DOA only): Indicate that you're sharing a stall informally

## FUNCTIONALITY FOR EMPLOYEES WITHOUT A STALL

### Apply for parking and join the waitlist

This screen allows you to join the waitlist or update your waitlist record.

**Employee information**

First name *	Last name *	Email *	
<input type="text" value="Samuel"/>	<input type="text" value="Schmitt"/>	<input type="text" value="Samuel.Schmitt@wisconsin.gov"/>	
Agency *	Employee ID *	Employee type *	Full time equivalent *
<input type="text" value="Administration"/>	<input type="text" value="100072108"/>	<input type="text" value="PRM"/>	<input type="text" value="1"/>

**Parking preferences**

Warning: If you're an HR Shared Services employee who doesn't work at 101 E Wilson, please submit an [Alternative Parking Application Form](#) to get added to the waitlist.

Which lot do you want to park at? *	Current cost per pay period:	Do you want your waitlist status to be active? *
<input type="text" value="Admin"/> ▼	<input type="text" value="\$ 36.11"/>	By selecting no, you will be skipped during stall assignment. You can change this at any time.
		<input checked="" type="radio"/> Yes <input type="radio"/> No
Do you want to be considered for a stall share agreement? *		Do you drive a compact car? Select no if you're not sure. *
<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No

Most data on this screen is populated automatically, but the following fields will require your input:

### Which lot do you want to park at?

This field is used to determine which waitlist to put you on. This field cannot be updated once you submit since you cannot be on more than one waitlist at a time.

Do you want your waitlist status to be active?

This field sets the status of your waitlist record. If you choose “No”, you will be skipped during the automated stall assignment process, but you will keep your spot on the waitlist. This choice can be changed at any time.

Do you want to be considered for a stall share agreement?

This field determines if you are shown to existing subscribers as a potential stall share partner. If you choose “Yes”, you will be asked which days you’re interested in sharing a stall and you will appear on the “Find a parking partner” screen.

Do you drive a compact car?

This field is used to identify employees who can use compact car stalls. If you drive a compact car, you may be eligible for a stall sooner than those who don’t.

Parking rules and regulations

To park in a state stall, you must agree to the conditions at the bottom of the screen. If you do not agree to these conditions, you will not be eligible to submit the form or park in a stall.

[Update my stall share preferences](#)

This screen will allow you to update your stall share preferences. This screen is a simplified version of the “Apply for parking or join the waitlist” screen. If you indicate that you want to be considered for a stall share agreement, you will be asked to choose which days you’d like to share a stall. The days you select will be shown to employees who are looking to share their stall using the “Find a parking partner” screen. The stall share selections are shown below:

Parking preferences

Warning: If you're an HR Shared Services employee who doesn't work at 101 E Wilson, please submit an Alternative Parking Application form.

Which lot do you want to share a stall at? \*

Admin

Do you want to be considered for a stall share agreement? \*

Yes  No

Which days would you like to use a shared stall? Select 'Yes' for all days you'd want to park in someone else's stall. \*

Monday:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Tuesday:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Wednesday:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Thursday:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Friday:	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Once you have made the selections and clicked “Submit form”, your record will be automatically updated, and you’ll be sent a confirmation email. No further action is needed. If an employee wants to share their stall with you, you’ll receive an offer via email at a later date.

## Review the waitlist

On the “Review the waitlist” screen, you’ll need to choose your agency and parking lot you’re interested in. Once you’ve made the selection, please wait as it usually takes 10 seconds or more to determine the order of the waitlist.

**Review the waitlist**

Warning: If you're an HR Shared Services employee at a location other than 101 E Wilson, select the agency you support instead of Administration.

Select your agency:

Select your parking lot:

Search for your last name:

ADA applicants are assigned first, carpool applicants second, and permanent (PRM) employees third. Other employees and contractors are assigned last.

#	Employee name	Date added	Active record?	ADA applicant?	Carpool applicant?	Compact car?	Employment	
1	Paul Donnelly	04/21/2021	Yes	No	No		PRM	
2	David Bender	04/21/2021	Yes	No	No		PRM	
3	Jeffrey Heino	04/21/2021	Yes	No	No	Yes	PRM	

## Cancel your stall share agreement

If you’re the secondary subscriber in a stall share agreement, you can decide to cancel it at any time by clicking the “Cancel my stall share agreement” button. You will be asked if you are sure you want to cancel. By clicking “Yes - Remove me”, you will be removed from the stall and your payroll deductions will be cancelled.

# Enterprise Parking Application

**Employees without a parking stall**

**Employees with a parking stall**

Are you sure you want to cancel your stall share agreement?

Clicking 'Yes' will end your stall share agreement. This cannot be undone.

Are you sure you want to be removed from your shared stall?

Yes - Remove me

No - I still want to share

If you have any questions about parking, please contact your parking coordinator or [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov)

## FUNCTIONALITY FOR EMPLOYEES WITH A STALL

### Find a parking partner

Employees who have a parking stall can search for a parking partner on the “Find a parking partner screen”. On this screen, you can select which days you’d like to share a stall by choosing “Yes” under the appropriate days. These are the days that your stall share partner would park in the stall. In the example below, the user will offer to share their stall on Monday and Wednesday.

After making selecting which days you’d like to share, the list will show you employees who are interested in sharing a stall those days. This list is sorted to show the employees at the top of the waitlist first, but you can choose anyone on the list. Some employees may want to share a stall on more days than you’ve selected but may accept a stall share agreement for fewer days.

Once you’ve found an employee you want to share with, you can click “Send offer”. This sends the selected employee an offer via email that they can accept or decline. They will have 3 days to respond. You will receive an email notification once they have responded to the offer.

Please keep in mind that when you offer to share a stall, you cannot cancel your offer. If an offer is accepted, you are entering a binding agreement with the secondary subscriber, and you cannot remove them without their consent unless your remote work schedule changes.

**Find a parking partner**

Which days do you want to let someone else use your parking stall? Select 'Yes' for the days you won't be using your stall.

Monday	Tuesday	Wednesday	Thursday	Friday
Yes <input type="button" value="v"/>	No <input type="button" value="v"/>	Yes <input type="button" value="v"/>	No <input type="button" value="v"/>	No <input type="button" value="v"/>

The employees listed below want to share a stall on the days you've selected. Click 'Send offer' to see if they want to share a stall with you.  
By clicking send offer, you are entering into a binding agreement with this employee. You cannot cancel your offer or remove a secondary subscriber without their consent. Offers should be sent to employees at the top of this list first.

Employee	M	T	W	Th	F	
Everett Weisensel	Yes	Yes	Yes	Yes	Yes	<input type="button" value="Send offer"/>
Monique Spencer	Yes	Yes	Yes	Yes	Yes	<input type="button" value="Send offer"/>
Jessica Scharff	Yes	Yes	Yes	Yes	No	<input style="border: 2px solid red;" type="button" value="Send offer"/>

### Cancel my parking subscription

If you are the primary subscriber in a parking stall subscription, you can decide to cancel it at any time by clicking the “Cancel my parking subscription” button. You will be asked if you are sure you want to cancel. By clicking “Yes - Remove me”, you will be removed from the stall and your payroll deductions will be cancelled.

# Enterprise Parking Application

## Employees without a parking stall

Apply for parking at

Apply for my building

Update my stall share agreement

Update my stall share agreement

## Employees with a parking stall

Find a parking partner

Cancel my parking subscription

Acknowledge an informal stall share agreement

If you have any questions about parking, please contact your parking coordinator or [DOAParkingManagement@wisconsin.gov](mailto:DOAParkingManagement@wisconsin.gov)

Are you sure you want to be removed from your parking stall?

Clicking 'Yes' below will remove you from your parking stall.

Are you sure you want to be removed? This cannot be undone.

Yes - Remove me

No - I want my stall

## Acknowledge an informal stall share agreement (Admin building only)

If you are sharing a stall with one or more employees without splitting the costs, you can record this on the “Acknowledge an informal stall share agreement” screen. On this screen, you must agree to the conditions listed in to submit. Violating these conditions may require you to enter a formal stall share agreement or forfeit your stall.

### Acknowledge informal stall share agreement

#### Description of informal stall share agreement

An informal stall share agreement is where you share your stall with other employees but retain the right to park in the stall any days you want. Under this arrangement, you will still pay the full price of the stall but agree to make it available when you aren't using it.

If your stall is vacant for three or more days each week, you may be required to enter a formal stall share agreement to ensure the state's parking spaces are being used effectively.

I agree to the conditions listed above and acknowledge that I will share my stall on the days that I am not using it

Agree to the conditions listed above to submit