

UNIVERSITY OF HAWAI'I
PROCEDURES FOR ENROLLING IN THE PRE-TAX TRANSPORTATION BENEFIT
PILOT (PTBP) PROGRAM FOR A SENIOR ANNUAL BUS PASS
(must be at least 65 years of age)

1. Contact Personnel Officer if interested in enrolling in the Pre-Tax Transportation Benefit Pilot Program for a Senior Annual Bus Pass.
2. Personnel Officer will confirm your eligibility for the Senior Annual Bus Pass by verifying your age (you must be at least 65 years of age).
3. The employee shall complete the University of Hawai'i Employee Pre-Tax Transportation Benefit Pilot Program Enrollment Form for Senior Annual Bus Passes form. The enrollment form may be downloaded from the OHR website:
<http://www.hawaii.edu/ohr/buspass/buspass.htm>
4. The employee shall submit the completed University of Hawai'i Employee Pre-Tax Transportation Benefit Pilot Program Enrollment Form for Senior Annual Bus Passes to the Personnel Officer.
5. Personnel Officer shall enroll the employee in the PTBP Program system for a Senior Annual Bus Pass or a 2 year Senior Bus Pass and file the original in the personnel folder.
6. A one-time \$30 deduction for the Annual Senior Bus Pass or a one-time \$60 deduction for a 2 year Senior Bus Pass will take place on the 15th to 20th paydate of the following month.
7. A \$30 or \$ 60 Bonus Check (voucher) from TheBus will be delivered to the UH Parking Office on the same month that the payroll deduction is made. The employee shall obtain the Bonus Check (voucher) from the UH Parking Office.
8. The employee completes a Senior Citizen Bus Pass Application which may be downloaded at the OHR website: <http://www.hawaii.edu/ohr/buspass/buspass.htm>
9. The employee shall gather the following:
 - the completed Senior Citizen Bus Pass Application;
 - proof of age document (drivers license, Hawai'i State Identification Card, birth certificate, passport);
 - the \$30 or \$60 Bonus Check for TheBus
10. To apply for a Senior Annual Bus Pass, take all of the above items to the TheBus Pass Office at:

811 Middle Street (Kalihi Transit Center)
Honolulu, Hi
Ph: 848-4500

(Note: The employee must go to the above location to apply. Other locations do not accept Bonus Checks.)