

## Transportation Equity Act

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**Navigational Path**      **Home → Administer Workforce → Administer Workforce (USF) → Use → HHS → Transportation Equity Act**

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**Navigational Tips**



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
  - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
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**Procedure**      Processing an action for the Transportation Equity Act requires you to enter the actual transportation information under the Administer Workforce>Administer Workforce>Use>HHS>Transportation Equity Act menu. The following steps detail the procedure for processing an action for Transportation Equity Act:

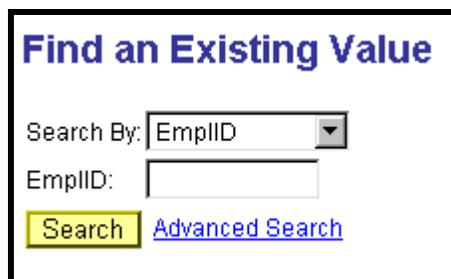
**Navigational Path**      **Home → Administer Workforce → Administer Workforce (USF) → Use → HHS → Transportation Equity Act**

**Procedure**      The following steps detail the procedure for entering TEA data for an employee:

**1**      Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF) → Use → HHS → Transportation Equity Act

The **Find an Existing Value** page appears.



The screenshot shows a web form titled "Find an Existing Value". It contains a "Search By:" dropdown menu with "EmpID" selected, an "EmpID:" text input field, and two buttons: a yellow "Search" button and a blue "Advanced Search" link.

- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

Empl Rcd Nbr  
EmplID  
Last Name  
Name

- 3 Enter the appropriate variable in the next field. (for example, Last Name)

- 4 Click

- 5 Select the appropriate employee.

The following **Transportation Equity Act** page appears:

PEOPLE SOFT  
Home Worklist Help Sign Out  
Home > Administer Workforce > Administer Workforce (USF) > HHS > Transportation Equity Act  
New Window  
He Tea  
COLE, KATHRYN L Employee ID: 00000003  
Transportation Equity Act View All First 1 of 1 Last  
TEA Effective Date: 03/12/2002 Status: A Active  
Approval Date:  
Choice Option: EE Receives Taxable Cash  
Choice Employee Deduction:  
Employer Contribution:  
TEA Cashout:  
TEA Transit Code: Transit  
TEA Payment Option:  
Save Return to Search Refresh Update/Display Include History Correct History

- 6 In the **TEA Effective Date** field, type the date the action is to become effective in the system. This field will default to the system date, and can be changed if necessary.
- 7 The **Status** field will default to A (Active).
- 8 Enter the appropriate value in the **Approval Date** field. This will be the date the TEA was approved by the manager.

- 9 Select the correct value for the **Choice Option** field. Codes indicate the various options under the TEA-Commuter Choice Program. Available values are:

1	EE Receives Taxable Cash
2	Set aside income pretax
3	Employer pays portion
4	Any Combination

- 10 In the **Choice Employee Deduction** field, indicate the appropriate value. This will be the amount of fringe benefits provided that may be deducted from the employee gross pay before taxes.
- 11 In the **Employer Contribution** field, indicate the amount of the fringe benefits that the employer provides to the employee.
- 12 Use the **TEA Cashout** field to indicate any cash amount received when the employee chose to cash out the value of employer provided parking.
- 13 In the **TEA Transit Code** field, select the code that indicates the method of transportation with which the employee has chosen to commute to and from work. Valid values are:

1	Transit
2	Vanpool
3	Qualified Parking
4	Combination

- 14 The **TEA Payment Option** field is used to indicate whether the TEA-Payment is accredited to the employee's taxable pay or to the responsible account of the OPDIV. Valid options are:

1	Employee Net Check
2	Operating Division

- 15 Click  .