

Save Money On Your Commute!

Sign Up for Transit Benefits

Benefit-eligible employees may set aside a portion of their paycheck, before it is taxed, to save up to 30% on mass transit expenses.

What are pre-tax Transit Benefits?

Transit Benefits is a federal transportation benefit program that allows you to save on your transit costs with pre-tax payroll deductions.

How much can I deduct each month?

You can deduct up to \$150 per pay period from your paycheck on a pre-tax basis for transit or vanpool expenses. You can vary your deduction month to month if your commute circumstances change. Enrollments / changes are effective on the 1st of the month. Retroactive changes are not permitted.

What transit expenses are eligible?

Expenses that are eligible for reimbursement include:

- Transit passes to and from work, including the cost of tokens, passes, fare cards, vouchers
- Mass transit public systems to and from work (Mass transit can be a public system, or a private enterprise provided by a company or individual who is in the business of transporting people in a "commuter highway vehicle")

What expenses are NOT eligible?

Expenses that are not eligible for reimbursement include parking fees, toll costs, gas, taxis, Uber/Lyft, and other driving related expenses.

How does the Transit plan work?

The Transit plan is administered by WorkTerra. You can pay for your transportation expenses using the WorkTerra debt card or by submitting a manual claim for reimbursement. The amount you have available is limited to the amount of pre-tax payroll deductions you currently have in your account.

You can enroll or make changes at anytime through WorkDay.

For questions about eligible expenses you may contact WorkTerra Customer Service Center from 8AM – 5PM PST, Monday through Friday at 888-604-5325.



El Camino Health

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elcaminohealth.org



Employer Transit Subsidy

Employees who regularly use public transportation to commute to and from work are eligible to receive a subsidy paid by El Camino Hospital, **up to \$150 per month** (pro-rated by FTE) to pay for public transportation costs. For more information, read the [Transit Subsidy FAQ's](#).

If you have questions, contact Matthew Scannell, Enterprise Director, Safety and Security.

Email: Matt_Scannell@elcaminohealth.org

Phone: 650-962-4366

The combined total of the pre-tax transit election and employer transit subsidy cannot exceed \$325 per month.