DOI-OS FEDERAL EMPLOYEE TRANSPORTATION SUBSIDY BENEFIT PROGRAM

Approving Official Guide

Oversight Guidelines for Supervisors, Administrative Officers or Budget Analysts and Transportation Subsidy Benefit Coordinators (TSBC)

Background

The U. S. Department of the Interior(DOI-OS)'s agencies/offices are responsible for verifying federal employees meet the requirements for participation in the transportation subsidy benefit program as outlined in Executive Order 13150 *Federal Workforce Transportation*, April 21, 2000. This includes determining that employees are using mass transit for the bulk of their commute to work.

The U. S. Department of the Interior (DOI-OS)'s Benefit Program Policy and Guidance requires DOI-OS agencies / offices to establish transportation subsidy benefit coordinators (TSBC) for the National Capital Region and field offices.

- Headquarter Quarters Transportation Subsidy Benefit Coordinators (HQ-TSBC) and Regional-Site Transportation Subsidy Benefit Coordinators (R-TSBC) are responsible to communicate, coordinate, audit, and manage their agency transit benefit programs – See Coordinator's listing for your area.
- TRANServe provides guidance and serves as the point of contact for Transit Benefit Program Administration.
  a. Contact Transit Benefit Manager Tracy Harpold (Tracy.Harpold@dot.gov)

Best Practices

To maintain integrity and program controls, Transportation Subsidy Benefit Coordinators and Site-Parking Offices must conduct routine audits of transit benefit records.

Internal Controls include:

A. Review monthly transit benefit billing reports for accuracy. The review should verify:

1. Employees who have departed the agency are no longer receiving benefit. Cross check the transit benefit alphabetical listing with Human Resources records to ensure separated employees followed exit procedures and withdrew from the transit benefit program.
2. Employees on extended travel or leave have not picked up a monthly benefit for the period they were not at their primary duty station.
3. Employees who intermittently telework or drive should show as a reduced amount on the 6 month report
4. Benefits are adjusted due to change of address
5. Participants with a pickup record over the monthly statutory limit are reported to the agencies/offices/program office.
6. Participants must be notified in writing of the policy requirements, when records show no adjustments were made due to parking.

B. Verify transit benefit applications disclose/provide all information required by the OMB Memorandum, M-07-15 such as:
- Expense Worksheet
- The Employee's Home Address (including the street name)
- The Employee's Work Address (including the street name)

C.   Enforce the use of electronic fare media where available

Visit the TRANServe website at: http://transerve.dot.gov

Monitoring Guidelines

- Check the six month report for adjustments
    - Participants are expected to adjust when they do not use mass transit
        - i.e. leave, travel, unscheduled telework, weather closure, driving, carpooling, or slugging

- When there are no adjustments:
    - Talk to the participant...what is his/her work schedule?
    - Check the method of transportation ... i.e. a monthly pass user would not have an adjustment

- When you believe adjustments should be made:
    - Check the participant's leave history
    - Check the participant's travel schedule
    - Request the participant's pickup records from TRANServe
    - Request proof of no parking from an DOI-OS Parking Facility

Important Note:

DOI-OS Approvers (Supervisors, HQ Transportation Subsidy Coordinators and Regional-Site Transportation Subsidy Coordinators) and Program Participants must submit/maintain copies of their online DOI Learn Automated System Training Certificates.
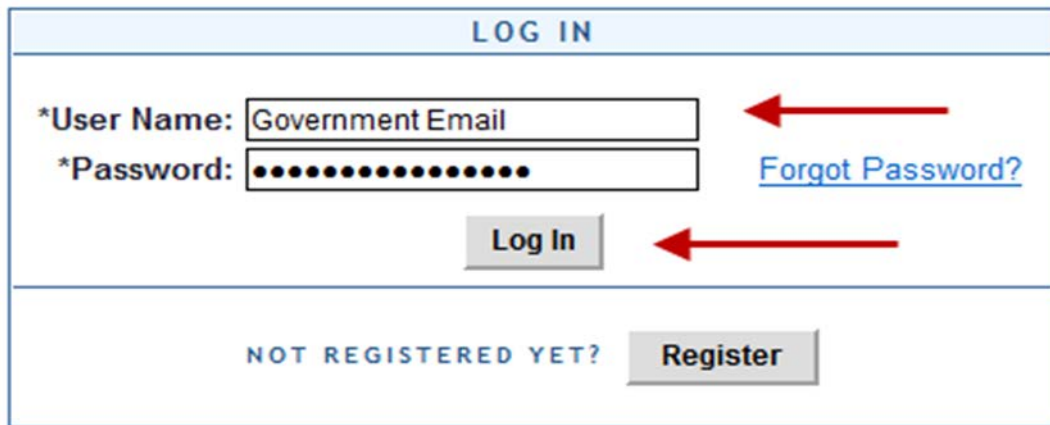
Visit the TRANServe website at: http://transerve.dot.gov

Start at the TRANServe.dot.gov

- Choose Participants :

HOME	DEBIT CARD	RETURN OF EXCESS TRANSIT BENEFIT	RESOURCES	PARTICIPANTS	CONTACT US	F.A.Q.

- Click: Transit Benefit Program Application System
  - ♦ Or type https://transitapp.ost.dot.gov into your browser
- Log-in with your User Name and Password
  - ♦ Your government email address is your User Name
  - ♦ FIRST TIME IN THE SYSTEM – Click "Register" to create an account"

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              LOG IN

*User Name: Government Email          ←
*Password:  ●●●●●●●●●●●●●●●●    Forgot Password?

              Log In          ←

NOT REGISTERED YET?    Register
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- Complete the Account Information form (see screenshot below)
  - ♦ Use Your government email address is your User Name
  - ♦ Then tab to "Agency/Mode" to auto-fill "DOI-OS"

All Supervisors system access requests are processed through the TRANServe System.
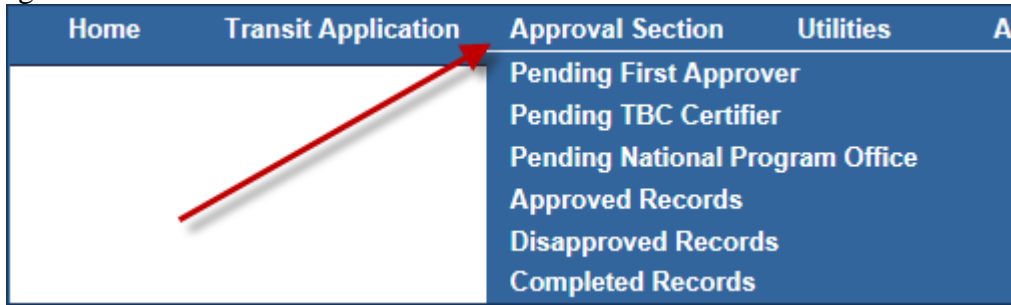
Application Types:

1) RECERTIFY/ENROLL
    a. Recertification = existing participants
    b. New enrollees

2) CHANGE
    a. Information Change
        i. address, rate, method of transportation

3) WITHDRAWAL
    a. Withdraw from the program

Application Review:

1) Hover over "Approval Section"

2) Select the correct queue:
   a. Select "Pending First Approver" (This is the **Supervisor**)
   b. Select "Pending TBC Certifier" (This is the HQ or Regional-site Transportation Subsidy **Coordinator**)
   c. Select "National Program Office" (This is the **Administrative Officer or Budget Analyst**)
   d. **Please note** ALL APPROVING OFFICIALS must complete annually the Transit Benefit Integrity Awareness Training Course in DOI Learn prior to authorizing Program Applications. Training Completion Certificate covers all bureau/office program participants and remains enforce until the next fiscal year's recertification period. If you have questions, please discuss with your HQ Transportation Subsidy Coordinator and/or Regional-Site Transportation Subsidy Coordinator, as appropriate.

3) Click a name to review an item in your queue (Use "Ctrl. + F" to find a name more quickly)

a. The application and expense worksheet are displayed.

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4) Review the Application

    a. The Application must:
        i. Specify name of Transportation Provider
        ii. Indicate Daily, Weekly, Subtotal, Total Monthly Expense

    b. The Approver must:
        i. Verify the employee works for your Agency
            1. Check with your HR department, if needed
            2. Check the global directory
        ii. Check SmarTrip® user entered number correctly
            1. Regional Field Offices enter "NA"
        iii. Verify accounting fields.
            1. Contact your Administrative Officer or Budget Analyst, if needed.
            2. See Sample Accounting Codes below

Sample Accounting Code
1st - Fund/Functional Area Example: 15XD4523WS/DWSP00000.000000
2nd - Fund Center (Cost Center) Example: DS68410000
3rd - WBS Structure Example: DP.68402 or DP.68425.15OMSVCS

        iv. Approve or Disapprove the Application
            1. Scroll to the top
                a. Click "Approve" or "Disapprove"

Approve	Disapprove	Cancel

Reason for Disapproval: [_____]

[History]

        v. If disapproved, enter Instructions to Participant in "Reason for Disapproval"

Note: Click "[History]" to review past actions

5) To View Past Applications
    a. Select "Completed Records"
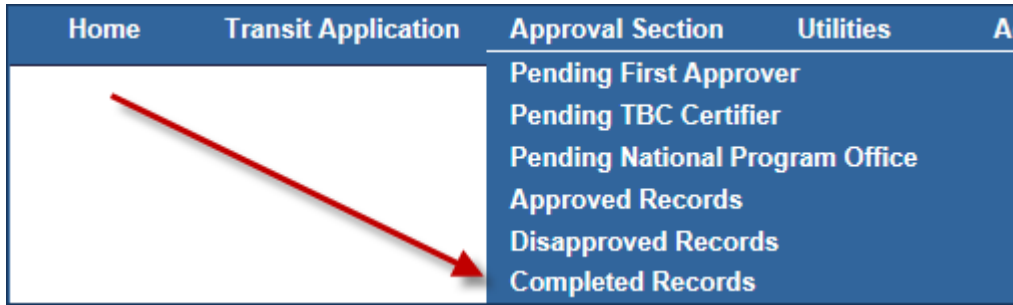
    b. Enter the Participant's Name
    c. Click "Search"
        i. Click a Participant Name to choose a record
            1. Review past application (if applicable)
            2. Click "Back" to look at another past application
            3. Use this Navigation Bar to take another action

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<u>**Using The Proxy Feature**</u>

Special Instructions for Supervisors who delegate a Proxy to another Supervisor

1. *To delegate approval authority to someone who is a supervisor, the Supervisor must submit a delegation of authority memorandum for the record. Please note Supervisor's cannot approve his/her own applications. (See Appendix A).* ***When complete, email the memo to*** <u>***dante_jeffries@ios.doi.gov***</u>***.***
    a. *Specify duration of proxy (what is the beginning and end period).*
    b. *Specify names covered under proxy*

2. Once the Program Office confirms the Supervisory coding (internal control) it is authorized to elevate the delegated role to the person assigned on the memo. Then the actual Supervisor can assign their delegate as Proxy in the system.

3. When the applicants select their Supervisor, they will select the authorized Supervisor and the Proxy will receive notification to approve the application on the supervisor's behalf. **The actual Supervisor is still the responsible party.** The proxy can perform the approval functions in the System.

How to add a Proxy:

1) From the Home screen, click "My Account"
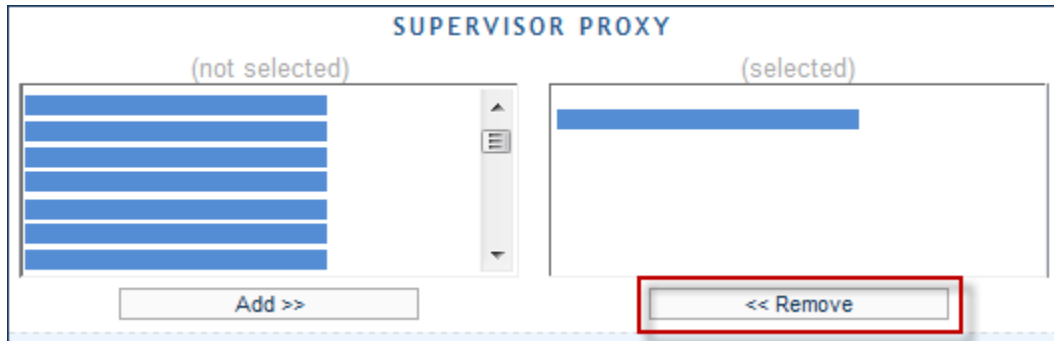2) Click on your role
3) "Supervisor Proxy" or "Manager Proxy"

1. Select your designated Proxy from (not selected) list on the left

2. Click "Add" to move name to (selected) box.
3. Click "Update"

Reverse these steps to Remove a Proxy:

1. Click "Remove" to return name to the (not selected) box.
2. Click "Update"

Sample: Delegation of Authority Memorandum for the Record

Employee completes the MFR on their own letterhead, sign it, and submit it to the Elevation party (see **Registration Instructions** section of this Guide).

PROXY AUTHORIZATION LETTER

Authority Memorandum for the Record

(Must submit on Organizational Letterhead)

Date:

TO: DOI-OS Transportation Subsidy Benefit Program Office

FROM: Joe Smith
Director
Office of (**INSERT HERE**)

SUBJECT: Delegation of Supervisory Government Employee to Supervisory Approval Level in the TRANServe Transit eApp.

I _____ (name of the person giving the letter), hereby authorize _____ (name of the person who is being authorized) to approve Transportation Subsidy Benefit Applications while I am out of town between the dates of September 1, 2015 and September 8, 2015. Since this is a time-sensitive matter, it is necessary for Ms. Doe to fulfill employee subsidy request(s) in my absence.

I have provided a list of employees under this proxy below:
- Michael Pierce
- Saundra Alexander
- Valerie Frank
- Patrick Montgomery

I also request the supervisory employee below be elevated to "Supervisory" approval level in the Transit Benefit Electronic Application (eApp) system in order to later be identified as my Proxy.

- Jane Doe (Registration Email: Jane_Doe@ios.doi.gov).

I appreciate your cooperation in this matter.

Sincerely

Most Frequently Asked Questions

Please note, there are special instructions for Employees without DOI-OS E-mail address

Q. 1
How does an Employee with non DOI-OS email address register in the Electronic Transit Benefit Application System?

A.1
An Employee without a DOI-OS email address must submit a request to the Headquarters Transportation Subsidy Benefit Coordinator. The HQ-TSBC will approve and then submits a spreadsheet to DOT/TRANServe.

Q.2
Why am I not getting emails to approve transit benefit applications?

A.2
Check your Junk Folders. Your email account may be identifying notifications as SPAM. Check your Junk folders for an email from "PTB Public Website Administrator". The subject will be something like: "1 Transit Benefit Application(s) is awaiting approval"…..Keep checking your email or your Approval Queues or correct the Junk Folder rule.

To correct the" Junk E-mail" folder:
1) Right click on the emails from "PTB Public Website Administrator"
2) Hover over the "Junk" option and select "Never Block Sender"
    a. Optional: Right click on one "PTB Public Website Administrator" email (still in the Junk E-mail folder)
    b. Hover over "Move"
    c. Select "Always Move Messages in this Conversation"
    d. Select your Inbox (this will move them)

Q.3
Why can't I find "Nathan O'Donnell?

A.3
Any name normally containing an apostrophe or hyphen must be spelled out without it. For example: O'Donnell = O (space) Donnell and Charles-Leonard = Charles (space) Leonard.

Q. 4 Why can't I complete Registration? I am getting an error to enter "Agency/Mode. It is not popping up

A. 4 Check the Username entry. You must enter your DOI-OS email address in the Username field.

For more F.A.Q.s check http://transerve.dot.gov/faq.html

Visit the DOI-OS section of the TRANServe website at: http://transerve.dot.gov

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REMEMBER

A Transportation Subsidy Benefit Program Coordinator is available to assist you.

For Program information visit the OFAS
Transit Subsidy Benefit Program web page.