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## ***Process Overview***

Process Title	Parking
Process Description	This document and supporting process flow provides a definable, repeatable process by which XXXXXXXXXX can process and set up parking.
Purpose Statement	To have a supporting documentation of the XXXXXX process for Parking.
Tools/Applications	XXXXXXXXXXXX

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***Process Flow***

## Process Steps

Process Step	Process Step Description
1. Property Management Form	XXXXXX (XXX) maintains the list of associates using space in a company contracted parking garage. Adds and/or changes will need to be communicated to XXXXXXXXX via the Parking Garage Change form..
2. Form Created	Parking Garage form completed and emailed to XXXXXXXXX Payroll
3. Payroll Receives	Payroll will start/stop or change the employee deductions based on the payroll closing schedule
4. Email??	Email to associate that deduction request was processed and confirm what paycheck the change will be effective. (this does not happen today, but it would be nice)
5. Interface	XXXXXXX interface to XXXXXX to process election.
6. Payroll Process	Payroll Register is produced after payroll is processed and sent to Accounts Payable at XXXXXXXX.
4. XXXXXXXXX	XXXXXXX Accounts Payable will process payment based on Parking Garage contracts.
5. XXXXXX Payroll	Run report of current pay period deductions and distribute to _____(?).

## Process Attributes

Entry Criteria	A non-XXXXXX resource is requesting an XXXXXX ID.
Exit Criteria	An XXXXXXXXX ID is generated and sent to the resource, who tests and uses it.
Frequency	Once per occurrence.

## Document Version Control

Version #	Date	Person Making Change	Reason for Change
1	XXXXX	XXXXXXXX	Document Creation